

INSTRUCTION FOR ETD SUBMITTING

(FOR STUDENTS)

Creation of New User Account

Student must chose institution, fill in student code, last name and password and click <Create>.

Create a New User Account

Use this form to create your new account.

Institution:

Student ID

Last name

Password

Confirm Password

If user will be created successfully, corresponding message will inform that. Now student can login into Lithuanian ETD IS using its own login name.

Login

Open Lithuanian ETD IS webpage <<http://submit.library.lt>>. Chose your institution, fill in username (student code) and password and click <Log In>. If you don't have a login name (you login into Lithuanian ETD IS at the first time), click "create one now".

ETD-db: Log In

Enter your username and password. If you do not have a username and password, [create one now](#).

Institution:

Username:

Password:

ETD Submitting

Click menu "Add New Main Record" in the left side of window.

- [Add New Main Record](#)
- Add Committee Information
- Add File Information
- [Log Out](#)

The window with main record form will open. Fill in necessary information, confirm agreement with copyright statement (check “I Agree”), indicate ETD availability status and click <Enter Title Page Information>. If the form was fill in correctly, you get appropriate message, otherwise message with error will be shown and you will need to go back to the form and fill it correctly and fully.

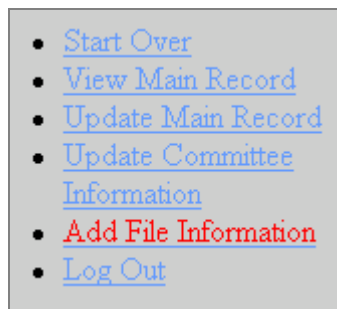
After you will fill main record information, click menu item “Add Committee Information”.

- [Start Over](#)
- [View Main Record](#)
- [Update Main Record](#)
- [Add Committee Information](#)
- [Add File Information](#)
- [Log Out](#)

Fill in all defense committee and advisory committee members’ information saving each of them by clicking <Add Advisor>

Manage Committee Information for etd-LABT20040	
Manage Current Committee Members	
There is no committee information associated with this ETD.	
Add New Committee Member	
First name	<input type="text" value="Petras"/>
Last name	<input type="text" value="Petraitis"/>
Title	<input type="text" value="Advisor (Committee chair)"/> ▼
Email	<input type="text" value="Petras.Petraitis@ktu.lt"/>
(enter "none" if no address is available.)	
<input type="button" value="Add Advisor"/>	

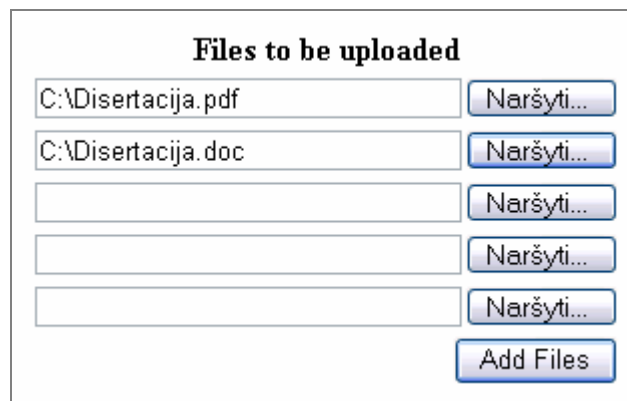
After you will fill all members’ information, click on the menu item “Add File Information”.



You must submit:

- 1) ETD in Adobe Acrobat (version 5.0 or higher) PDF format,
- 2) ETD in one of the following formats:
 - a. Microsoft Word (version 2000 or higher),
 - b. StarOffice (version 7.0 or higher) Writer,
 - c. OpenOffice.org (version 1.1 or higher) Writer,
 - d. Mathcad (version 11 or higher),
- 3) ETD appendixes (optional).

Chose files you want to upload by clicking <Browse...>. Then click <Add Files>. You can upload up to 5 files at once. If you want to upload more than 5 files, you can repeat this operation.



The main information about you ETD now is filled in. So you can logout and wait for messages from your library. After you will receive a message, log in into Lithuanian EDT IS webpage and, if it will be required, and perform indicated action.

Correction of ETD Metadata

To correct metadata of your own ETD, you must login using your login name and password and perform correction of information by choosing appropriate menu item in the left part of window.

Messages from Library

If you library staff sent to you a message, you will see menu item “You have a notice from the Graduate School”. Click on this item.

- [Start Over](#)
- [View Main Record](#)
- [Update Main Record](#)
- [Update Committee Information](#)
- [Update File Information](#)
- [You have a notice from the Graduate School](#)
- [Log Out](#)

If message will ask to perform some action, you must perform it. Then reply to the message by entering your response and clicking <Send Response>.

Current Notice

Here are the most current comments from the Graduate School. You must respond to these before your ETD can be approved.

You must fill in information about advisory committee.

Your Response

Use this form to send your response.