

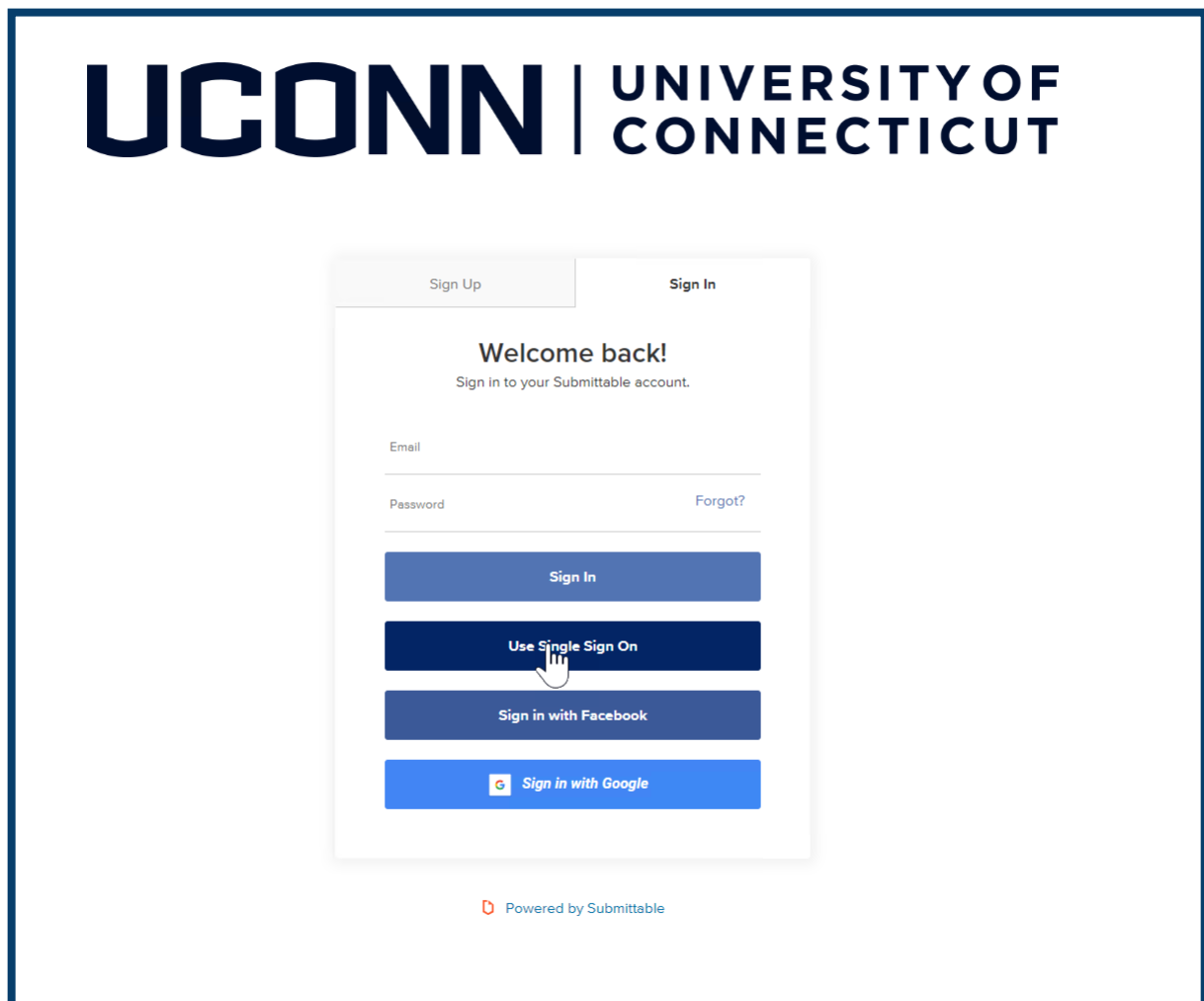
Submittable Help File

1 Create an Account

Students can create a new account at <https://uconn.submittable.com/login>.

Always use your uconn.edu email account and sign in using the Single Sign On button shown below.

When returning, login in with your uconn.edu email and click the “Use Single Sign On” button. Use of the UConn Single Sign On, requiring your NetID and password, will allow you to be authenticated and directed to the correct location for submission, resubmission, or review.



The screenshot displays the UConn Submittable login interface. At the top, the UConn logo is followed by the text "UNIVERSITY OF CONNECTICUT". Below this, there are two tabs: "Sign Up" and "Sign In". The "Sign In" tab is active, showing a "Welcome back!" message and a prompt to "Sign in to your Submittable account." The login form includes fields for "Email" and "Password", with a "Forgot?" link next to the password field. Below the form are four buttons: "Sign In", "Use Single Sign On" (highlighted with a hand cursor), "Sign in with Facebook", and "Sign in with Google". At the bottom, it says "Powered by Submittable".

2

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Guidelines for Submission

Doctoral Dissertations (PhD, EdD)



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4

Instructions for Submission

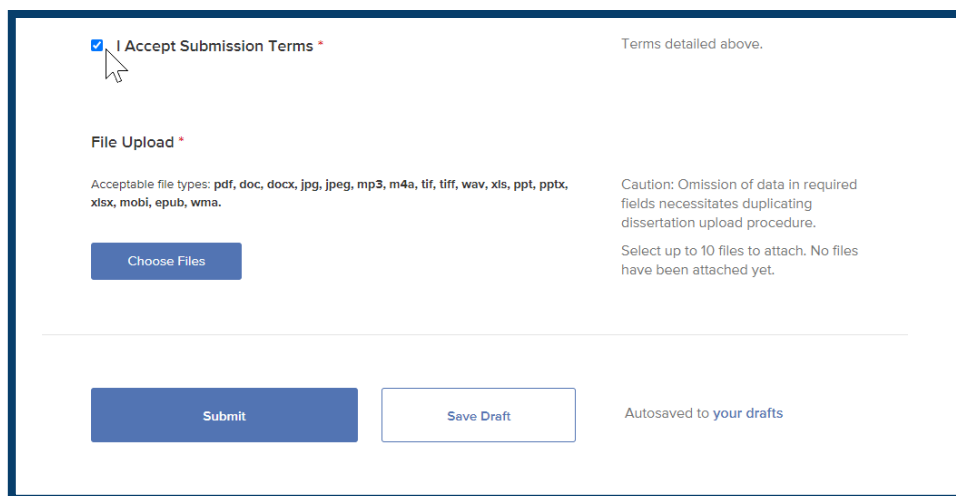
Have the required information available and complete the submission form.

1. Full text of your dissertation in Word or PDF format.
2. Abstract (optional for Masters students)
3. Embargo period
4. Supplementary Files (images, sound, etc.) that are an integral part of the theses and dissertations, but not part of the full text.
5. Major and Associate Advisors Name(s).
6. Field of Study. You must choose from the supplied list.
7. Keywords (optional, but recommended)

5

Complete the Form

Be sure to check the I Accept Submission Terms box.



☒ I Accept Submission Terms * Terms detailed above.

File Upload *

Acceptable file types: pdf, doc, docx, jpg, jpeg, mp3, m4a, tif, tiff, wav, xls, ppt, pptx, xlsx, mobi, epub, wma.

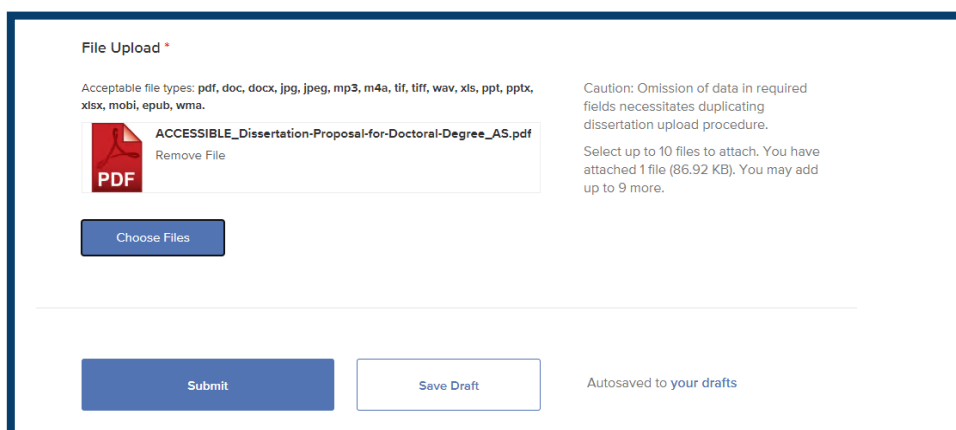
Caution: Omission of data in required fields necessitates duplicating dissertation upload procedure.

Select up to 10 files to attach. No files have been attached yet.

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Icon will appear to indicate successful upload. Use “Choose Files” button to add supplementary materials. Click “Submit” when finished.




File Upload *

Acceptable file types: pdf, doc, docx, jpg, jpeg, mp3, m4a, tif, tiff, wav, xls, ppt, pptx, xlsx, mobi, epub, wma.

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Select up to 10 files to attach. You have attached 1 file (86.92 KB). You may add up to 9 more.

 **ACCESSIBLE_Dissertation-Proposal-for-Doctoral-Degree_AS.pdf**
Remove File

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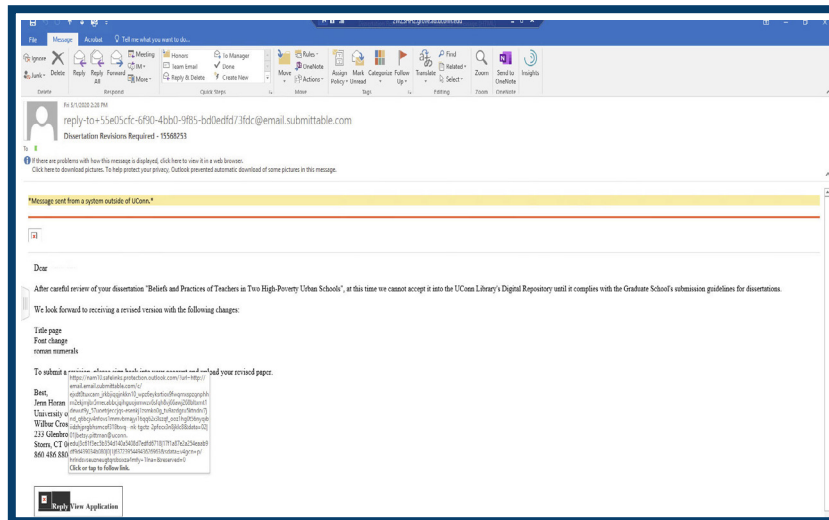
6 Confirmation

Staff will review your submission and respond by email to inform you of a successful submission or that revisions need to be made.

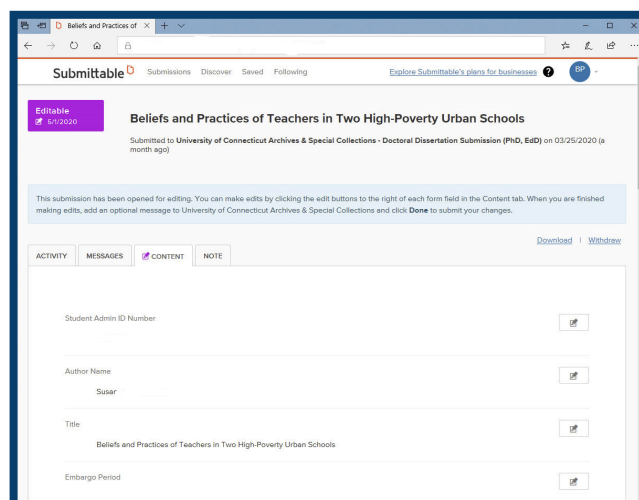
If you haven't received an email confirmation or other communication within two days of your submission, remember to check your SPAM folder before contacting the Degree Audit Office.

7 Revisions

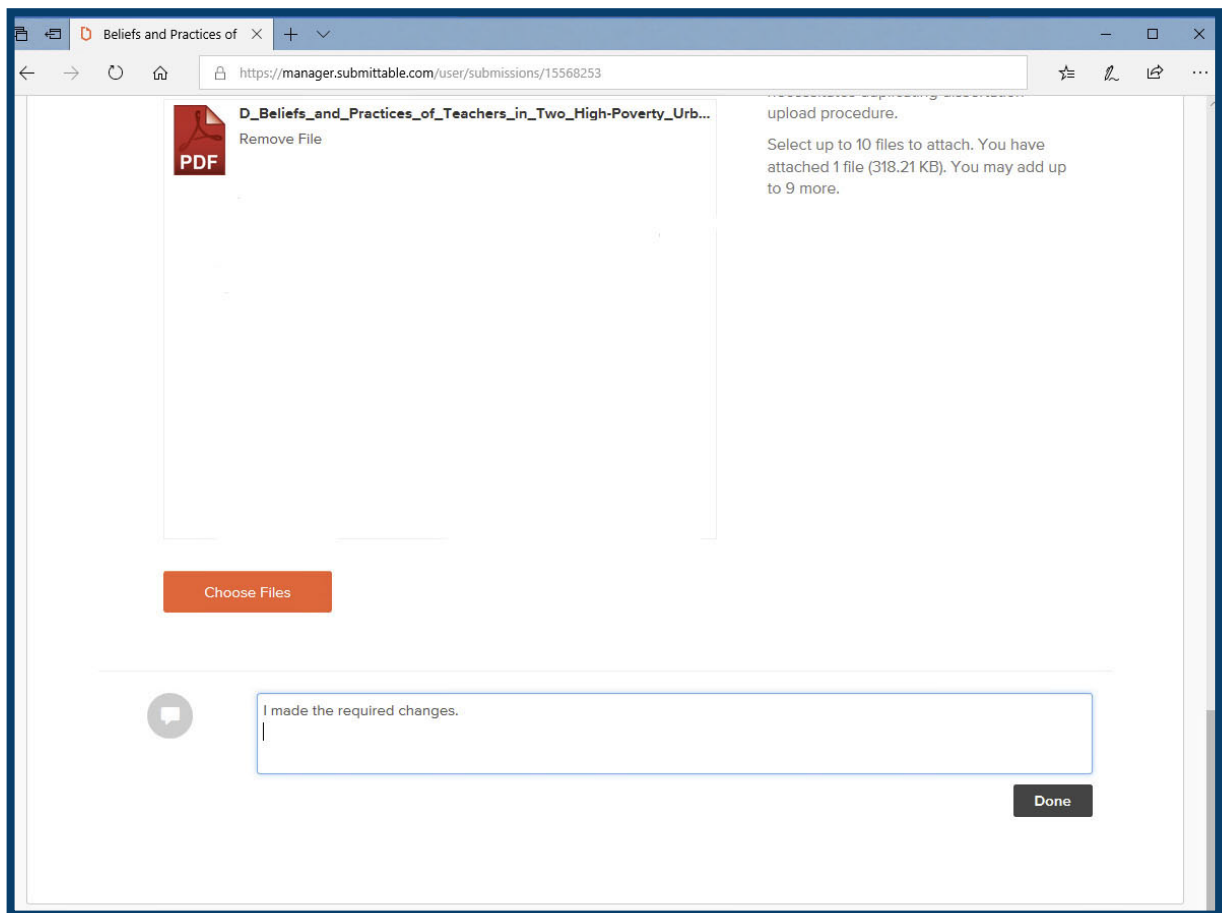
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Your original submission will be open for editing. Make the requested changes and resubmit.



Your revised submission has been successfully uploaded when the PDF icon appears.
Once your revised paper has been uploaded, click the “Done” button to resubmit.



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Congratulations on a successful submission!

Help File Updated August 14, 2020