How to Submit your Document to Vireo

Instructions

Once you have passed the final defense and satisfied the requirements of the committee, you are ready to submit your manuscript and all required documents to the Graduate School for review. This submission process is fully electronic, and is made through an online application developed and maintained by the Texas Digital Library (TDL). The TDL hosts the Vireo Electronic Theses and Dissertations (ETD) Submission and Management System, which addresses all steps of the ETD process, from submission to approval by the Graduate School.

1. Go to the Graduate School homepage at https://twu.edu/gradschool/
2. Scroll down and click “Current Students” on the left-hand side.

Why Graduate School at TWU?

- TWU is ranked among the best in quality and affordability
- We offer one-of-a-kind opportunities for study and research
- Our learning environment is unique to you

4. Scroll all the way down to the bottom of the page and click “Thesis and Dissertation Submission System”.

Submit your thesis or dissertation

- Certification of Final Exam (Dissertation, Thesis, Professional Paper)
- Survey of Earned Doctorates
- Thesis and Dissertation Fee Sheet [PDF]
- Thesis and Dissertation Submission System
5. Login.
   a) Select “Vireo Account” if you are off campus.
   b) Select “Shibboleth Authentication” if you are on campus.
   c) Click “Manage/View your submission(s)”.

To get started with your submission, click the link below. You will be asked to authenticate using your PortalID:

Please select an authentication method

Please select one of the available authentication methods.

- **Vireo Account**: Users who are not able to use other options should select this option to login with Vireo account.
- **Shibboleth Authentication**: Users who are currently active with the university may login using the Shibboleth protocol to provide secure attributes about the user.
Welcome to Texas Woman’s University Graduate School’s Thesis & Dissertation Submission System

Once you have passed the final defense and satisfied the requirements of the committee, you are ready to submit your manuscript and all required documents to the Graduate School for review. This submission process is fully electronic and is made through an online application developed and maintained by the Texas Digital Library, in conjunction with the Texas A&M, UI, and UUC.

To get started with your submission, click the link below. You will be asked to authenticate using your PortalID:

Manage/View your submission(s)

Your help can make things better

Your feedback is very important to us; it allows us to continue to improve the system. Please feel free to notify us directly at dev@tlu.org if you have any suggestions to increase the usability or effectiveness of this application. You can talk to the Graduate School regarding any issues that may arise during the submission process.

Graduate School | Submitting to Vireo
6. Enter your information, then click “Save and Continue”.

[Image of TWU website showing steps for submitting a May 2018 semester submission, with instructions on verifying personal information and the importance of correct ORCID information.]

- **First Name:**
- **Middle Name:**
- **Last Name:**
- **Student ID:**

Enter your ORCID author identifier. If you do not have an ORCID ID, get one at orcid.org.
7. Read the License Agreement. If you agree, check the box at the bottom of the screen to continue.
8. Read the UMI Publication terms. If you agree, check the box at the bottom of the screen and click “Save and Continue”.

[Image of UMI Publication agreement]

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9. Enter your document information.

Instructions:
In this step you describe your thesis or dissertation. Please make sure that the information entered below matches the information contained in your document.

Document Information

* Title:

* Degree Date:
  - Degree Month: choose
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* Document Type: choose

* Abstract:
Keywords: Keyword one; Keyword two

Primary Subject:
...choose (required)

Additional Subject:
...choose (optional)

Additional Subject:
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First Name | MI | Last Name
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Previously Published Material: Has any part of the material being submitted been previously published (i.e. book chapters or journal articles)? If so you will be asked to identify the section where these materials are used in whole or in part.

If you don’t know if you need an embargo, then you should check with your advisor. This option is typically only used for situations like patent holds or a request by a publisher if content from the document is pending publication.
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**Default Embargos**

You may elect to place an embargo on your document for up to 2 years.

- **None:** The work will be published after approval.
- **2-year Embargo Hold:** The work will be delayed for publication by one year (12 months) because of a restriction from publication in an academic journal.

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You may elect to place an embargo on your document for up to 2 years.

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- **1-year Journal Hold:** The full text of this work will be held/restricted from worldwide access on the Internet for one year from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.
- **2-year Journal Hold:** The full text of this work will be held/restricted from worldwide access on the Internet for two years from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.
- **Flexible/Delayed Release:** The work will be delayed for publication by an indefinite amount of time.

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Save and Continue >>
7. Upload Your Files:
   a) Upload your manuscript in PDF format as the **Primary Document**.
   b) Upload each **Administrative File** individually.
   c) Upload any additional **relevant** individually as **Supplemental** or **Source Files**.
   d) Click “Save and Continue”.

![Upload Your Files Image](image-url)
11. Confirm all the information you have entered is correct, then click “Confirm and Submit”. REMEMBER: After pressing “Confirm and Submit”, you cannot make any changes without contacting the Graduate School.
Document Information

Title:
Degree Date:
Defense Date:
Document Type:
Abstract:
Keywords:
Subjects:
Language:
Your Committee:
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Default Embargos:

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Uploaded Files

Manuscript in PDF:
Additional Documents:

Final Submission

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After pressing "Confirm and Submit" you cannot make any more changes to the form's data without contacting your local thesis office.

Confirm and Submit
12. Once you receive the below confirmation, you can logout.

If you have any questions, contact the Graduate School at 940.898.3415 or gradschool@twu.edu