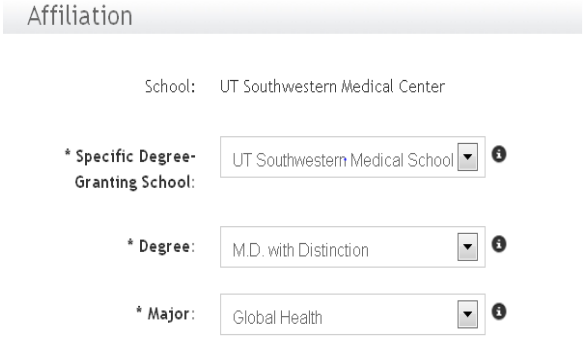
Electronic Thesis Submission 2015

Vireo is the new Electronic Theses and Dissertation (ETD) submission system. It is used by UT Austin, Texas A&M, and many other universities. This guide will walk you through the process of how to submit your thesis into the system. After the thesis is approved and the embargo expires, it will be publicly-available in the institutional repository.

Step 1- Login into the system- Using your UTSW ID and Password, log in to https://utswmed-etd.tdl.org/
Either click the "Start Submission" button or click "Log-in" in top right corner.

Step 2- Verify Personal Information- When you click "Start Submission" for the first time, the person page will automatically come up. (If you have already submitted an ETD, when you log in, it will automatically go to the submission status for your thesis.)

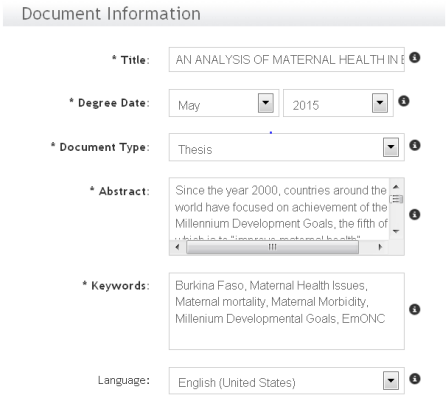
1. First Time use: enter in your information
    a. Dept: School (UT Southwestern Medical School)
    b. Degree: (MD with Distinction)
    c. Major: Distinction category (Research/Global Health/ Health Policy/Quality Improvement)
    d. Permanent email: Provide a non-UTSW.edu address for after graduation (Note: the system sends email updates to the UTSW.edu address by default)
    e.
2. "Save and Continue"



Step 3- License and Agreement- standard agreement for all UT schools.
Check the box and "Save and Continue"

Step 4- Document Information- basic information that will be searchable when the thesis is available. Do not enter any faculty information into the form.

1. Enter in information about your thesis.
    a. Title of work:
    b. Degree: June or May
    c. Document Type: Thesis
    d. Abstract: Enter in the abstract
    e. Keywords: Any keywords that will make your work easier to find after it becomes available in the institutional repository.
    f. Committee: Enter the names of the committee members. An email for the committee chair is required.
    g. Embargo: What your advisor wants – traditionally two years.
2. "Save and Continue"



Step 5- Upload

1. Select a file to be uploaded- MUST BE A PDF- Must have already been approved by your thesis committee and our office.
2. Select '"UPLOAD"
    a. If there are additional files, such as images, video, or audio, they can be uploaded using the Supplementary Files feature.

3. “Save and Continue”

Step 6- Confirm and Submit

1. “Confirm and Submit”

Step 7: Send me an email- When you have confirmed and submitted, send me an email so I can review and submit the submission.