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- Log into <u>ProQuest ETD Administrator</u> by clicking the orange "Sign Up" button. If you have an account, click "Log In," otherwise, create your account with a personal, non-MBU email, as your MBU email will become inactive when you are no longer a student.
- 2. Once in your ProQuest ETD Administrator portal, click "Submit my ETD" under the "My ETDs" tab. Follow the step-by-step instructions through each section.
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 - b. When inserting your Abstract into the Abstract Box, <u>do not include the</u> <u>word Abstract at the top.</u> ProQuest will automatically include it above the text.
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- 4. When you have completed all the steps, click "Submit." The Doctoral Office will be notified of your submission for confirmation. You will be informed via email if revisions are required or if your submission has been accepted.
- 5. Once approved, it will take approximately 8-12 weeks for ProQuest to process and upload your dissertation. It will take an additional 5 weeks for purchased copies to arrive.