**ProQuest Registration.** Following is a series of screenshots aimed at answering common questions about the ProQuest registration process. The screenshots do not include every step of the registration process, but rather focus on steps that require further explanation or advice. Should you have additional questions after reviewing this handout, please don’t hesitate to contact me at erin-kaufman@uiowa.edu.

Because it can take up to 30 minutes, don’t wait until the last minute to complete the registration process.
This is the first screen you’ll see when you begin the registration process. It will provide a list of items to have on hand, and it will highlight the submission steps along the left side of the screen.
**Type of Publishing.** Following the information on the Instructions tab, ProQuest will present you with publishing options. This includes choosing between Traditional and Open Access Publishing.

All theses are made available to the public through The University of Iowa Libraries. Electronic thesis deposits (ETDs) are first submitted to ProQuest for digital archiving and then forwarded to The University of Iowa Libraries, where they are cataloged and made available for public use through Iowa Research Online.

Because your thesis will be made available to the public via the UI Libraries, select Traditional Publishing. There’s no need to pay an additional $95 fee for Open Access Publishing.
Embargo (Delayed Release). If you are preparing a book, research articles, or a patent, you may wish to place your thesis on embargo (delayed release). Talk with your thesis supervisor about whether an embargo is an appropriate choice for your work.

In ProQuest, choose the length of the delayed release—either one or two years—and identify the reason for requesting it.

Once the embargo has expired, ProQuest and the UI Libraries will publish the thesis. It is the responsibility of the student to track this release date for their personal reference.
ProQuest will then ask you to provide the details of your thesis.
**Committee Member Information.** Starting Fall 2019, the Graduate College shifted to electronic committee verification of all theses and dissertations submitted via ProQuest. Be sure to list your committee members and their emails correctly. This will ensure your committee members receive the email needed to sign off on your thesis.
You will submit your thesis as a PDF file. You may also submit supplemental files, if you have them. Supplemental files could be code, data, images, or spreadsheets, for example.
Your thesis, by virtue of being in fixed form, is already copyrighted. For a $75 fee, ProQuest will register your copyright for you. You may also register your copyright directly at [https://www.copyright.gov](https://www.copyright.gov). Find more information about copyright on our website.

**Bound Copies.** Students do not automatically receive a copy of their thesis, but must instead order one if they wish to have one. Because they take less time to process and are less expensive, the Graduate College recommends ordering bound copies through [Thesis on Demand](https://www.proquest.com/thesis-on-demand).
Submit. The last step is to submit your thesis. Once you have completed all the registration steps and uploaded your document, be sure to click Submit Dissertation/Thesis at the bottom of the page. Doing so notifies the Graduate College that you’ve completed your submission and that the thesis is ready for review. You should receive an email receipt of submission from ProQuest. If you don’t, please call 319.335.3599 to make sure we have received your deposit.

Fees. During the semester in which you are graduating, two fees will be charged to your U-bill: a $145 thesis fee to cover processing and review costs, and a $10 publication fee, which covers the archiving of the thesis.
Once you make the formatting changes I send you, you will resubmit your corrected thesis to your ProQuest account.
PDF. From the option bar on the left side of the screen, choose PDF. Then choose Replace, which will give you the option of uploading your corrected thesis. Once the new file has been uploaded, be sure to click Save Changes at the bottom of the screen.
The Last Step. Once you have uploaded your corrected thesis, you must still submit it to the Graduate College for review. Do this by clicking I’m done – submit my changes at the top of the page. Note: You will not receive an email receipt of submission from ProQuest following resubmission. If you have questions regarding your deposit, call 319.335.3599.
Final Clearance. Once you resubmit your thesis, I will reexamine it to ensure corrections have been made and accept it. This will prompt ProQuest to send emails to your committee members, asking them to sign off on the thesis. Once your committee members approve your thesis, the process is complete.