

Faculty Advisor Instructions

You will receive an email notification when a thesis or dissertation is ready for approval. You may click on the “login” link or go to <http://etd.umsl.edu>.

Login: Login using your MyGateway ID and password

Accessing ETD: Click on the title of the ETD you wish to approve. This will open the record. Please review the student-provided information.

Edits: If you would like to edit any of the information, there is an edit button below the student information and dissertation files.

1. Click on the “EDIT” button to make changes.
2. When you have made the changes, scroll to the bottom of the page and click on the “SAVE CHANGES” button.

Review of Main Document: If you have not reviewed the student’s thesis or dissertation to ensure that all corrections were made, the .pdf will open.

Return to Student: If you would like to return the record and document to the student, use the “Changes” section at the bottom of the page.

Delete “Please type your instructions here” in the box and add your message.

Click on “Request changes from the author” and the student will receive an email message with the instructions.

Approval: When you are ready to approve the thesis/dissertation. Type your name in (First Name, Last Name, degree) and click on “Approve.”