



# Vireo Submission Guide

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## What is Vireo?

Vireo is a nationally used system for the review and approval of electronic theses and dissertations (ETDs). You will log in using your UNT credentials. If you encounter technology issues while using Vireo, please contact the [Graduate Reader](#) or the [Texas Digital Library Vireo team](#). UNT's IT department is not able to provide assistance with the Vireo system.

If you have a previous Vireo submission (i.e., if you completed a master's thesis at UNT and are now completing a dissertation), the default settings prevent you from creating a second submission. You must contact the Graduate Reader to adjust the settings in order to allow for a second submission. Please note: if you send the request outside of regular business hours, the Reader will not be able to make the adjustment until during regular business hours.

## Creating Your Submission

After entering your UNT credentials to log in, select the "Start your submission" button. You will need to select University of North Texas and then the "Start University of North Texas Submission."

### Personal Information

Some information is automatically filled; this includes the first and last name spaces. Vireo pulls this information from the Primary name records. If you have a Chosen name that should be used instead, contact the Graduate Reader and this will be manually updated after you have completed your submission.

Make sure you double check that the additional information you are entering is correct. Once you have submitted your ETD, Vireo will not allow any changes on the Student view end. Any necessary changes to the information will need to be made by the Graduate Reader

## License Agreement

There are two agreements that students are required to accept in order to submit their ETD. Students who wish to opt out of depositing their ETD into ProQuest will still be able to do so, this will just be noted within the Embargo selection. If ProQuest Opt-Out is selected, the Graduate Reader will manually remove the ProQuest License.

## Document Information

On the Document Information tab, students will enter the relevant details for their ETD. There are a few key points to make note of within this tab.

### *Committee Members*

Chair is referring to your Committee Chair (or Major Professor) rather than the chair of your department. Make sure you have entered accurate contact information for your Major Professor to ensure they receive the Vireo communications.

### *Previously Published Material*

If you have included reproduced material (e.g., a chapter that is a previously published article, a reprinted table), within your ETD, you must specify this. This is not referring to your reference list or bibliography. After selecting the checkbox, a text box will appear. Here you should indicate 1) the material that has been reproduced, 2) the full, complete citation (if available), 3) permission information (indicate if permission was needed and if so, provide the documentation).

### *Embargo Options*

UNT endorses the fundamental tenet on openness and access of thesis and dissertation research. As part of UNT's commitment to openness, all UNT ETDs are placed in the UNT ETD repository and made available online.

There may be compelling reasons why an ETD should not be made immediately accessible. As such, there are embargo options available to students. Please note, however, that the abstract and library catalog entry are accessible to all users throughout the entire embargo period. The embargo only restricts access to the full document for the duration of the embargo period. (For the embargo options, see Ch. 1, p. 8 of the [ETD manual](#)).

The ProQuest embargo is separate from the UNT embargo. Students must make a selection for both options. As previously mentioned, if ProQuest Opt-Out is selected, the Reader will remove the ProQuest License from the submission.

The authority to grant restricted access rests with a student's major professor; approval is recorded in the Vireo system.

### File Upload

The ETD is uploaded as the Primary File, which is required to be a PDF document. The ETD must be a clean copy, so remove any comments, editing notes, revision markings prior to uploading.

Students are required to also upload their ETD as a Microsoft Word file. This will be uploaded as a Source File.

Supplemental and additional license files are not required for the submission process. Supplemental files are published along with the primary document and will be available for

viewing and downloading along with the ETD. License files are automatically created when you complete the License Agreement tab. However, you may also upload license agreements you might have with publishers, journal guidelines, etc.

#### Confirm and Submit

The last tab allows you to review the entered information. If there is an error with any element, the font will appear in red and the word “fix” will appear in brackets. Vireo does not allow for the student to make any changes to the entered information once the ETD has been submitted. Although the Graduate Reader can correct this on your behalf, take the time to ensure that the information has been entered correctly.

#### Confirmation and Document Status

Once your ETD has been submitted, you will receive a confirmation email from TGS\_GraduationServices@tdl.org. All communications sent through Vireo will come from this email address: please note that the email may go to your spam folder.

Students are encouraged to log into Vireo at any point to check the status of their document.

- In Progress: You have started your ETD upload but have not submitted. TGS has not received your document.
- Submitted, Unassigned: Your document has been received, but it is pending processing. TGS must verify that you have an active graduation application on file, your major professor has approved the submission, and that we have received your final defense form before your submission can be assigned.

- Submitted, Assigned to Graduate Reader: Your document has been cleared for review as the three specified conditions were met.
- Under Review: Your document is actively being reviewed
- Needs Corrections: The Graduate Reader has sent you feedback on what should be corrected within your document. Your portal has been re-opened.
- Corrections Received: You have completed your corrections and re-submitted your document. Your portal has been closed.
- Approved: Your document has received approval from the TGS dean.  
Congratulations! No further action is needed on your part.
- Pending Publication: The UNT Libraries has picked up the document to process and prepare it for publication.
- Published: Your document has been published within the UNT Digital Collections.  
*Note:* Even if you have an embargo on your document, your status will still read Published.