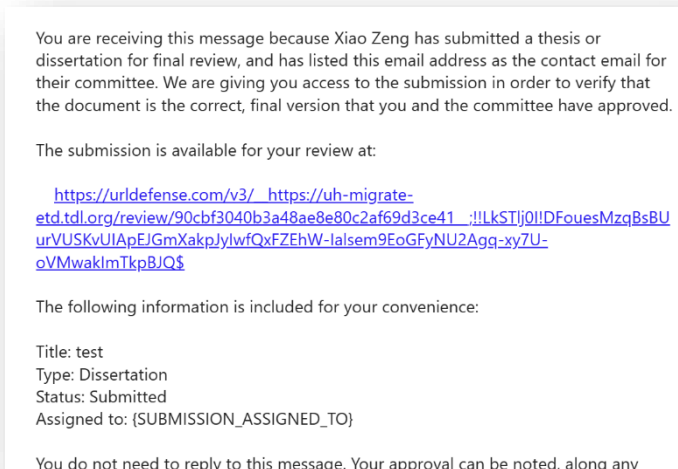


Vireo is a software application hosted by the Texas Digital Library (www.tdl.org) that provides an easy mechanism for online submission, management, and publication of theses and dissertations.

When a student submits his/her thesis or dissertation using Vireo, Vireo automatically sends an email message to the student's Committee Chair. This email will ask the Committee Chair to review the submission and confirm that:

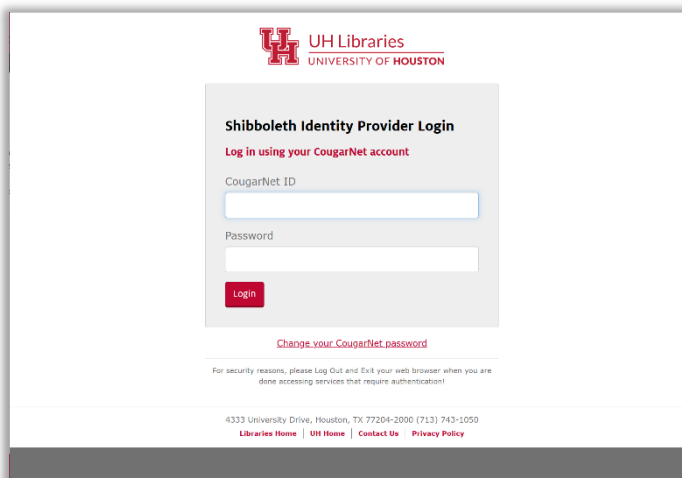
- (a) the document submitted by the student is the same document that the thesis/dissertation committee has approved.
- (b) the embargo option selected by the student has been approved.

Here is what the process looks like for Committee Chair...



STEP 1: Notification

A Committee Chair receives an email when a student submits his/her thesis. **Click on the URL** in the automated email to view the submission.



STEP 2: Log in.

Log in using your institutional ID and password.

Committee Chair Approval in Vireo, continued

Review Application

Verify Your Information

First Name: Xiao
Middle Name:
Last Name: Zeng
Email: xzeng4@uh.edu
ORCID:
Year of Birth:
School:
College: College of Education
Program:
Department: Accountancy and Taxation
Degree: Master of Education
Major: Administration and Supervision, Education
Permanent Phone: 1234567890
Permanent Address: Fake Address
Permanent Email: xzeng4@uh.edu
Current Submission State: Submitted
Current Photo:
Current Address:

License Agreement

STEP 3: Review the Application

Review the information about the student and his/her submission.

Document Information

Title: Test
Graduation Semester: December 2024
Defense Date:
Submission Type: Thesis
Abstract: Text
Keywords: Test
Subjects: Education
Language:
Chair: Xiao Zeng xzeng4@cougarnet.uh.edu
Non-Chairing Committee Members: Xiao Zeng
Previously Published Material:
Default Embargos (Selected): Yes
Alternative Options (Not Selected):
ProQuest Embargos (Selected): No
Alternative Options (Not Selected):

Review the embargo option that the student has selected (i.e. options for immediate or delayed publication in the institutional repository).

File Upload

Manuscript in PDF: [ZENG-PRIMARY-2024.pdf](#)
Supplemental Files:
Source Files:
Administrative Files:

Click on the manuscript title to **look at the document** submitted.

Approval

Approve Embargo:
 I approve this embargo.
 I reject this embargo. (Please leave a comment explaining why below)

Approve Application:
 I approve this application.
 I reject this application. (Please leave a comment explaining why below)

Comments:

Submit

STEP 4: Approve

Approve the submission by clicking the appropriate radio buttons and leave comments if you wish. To complete the approval, click SUBMIT.