

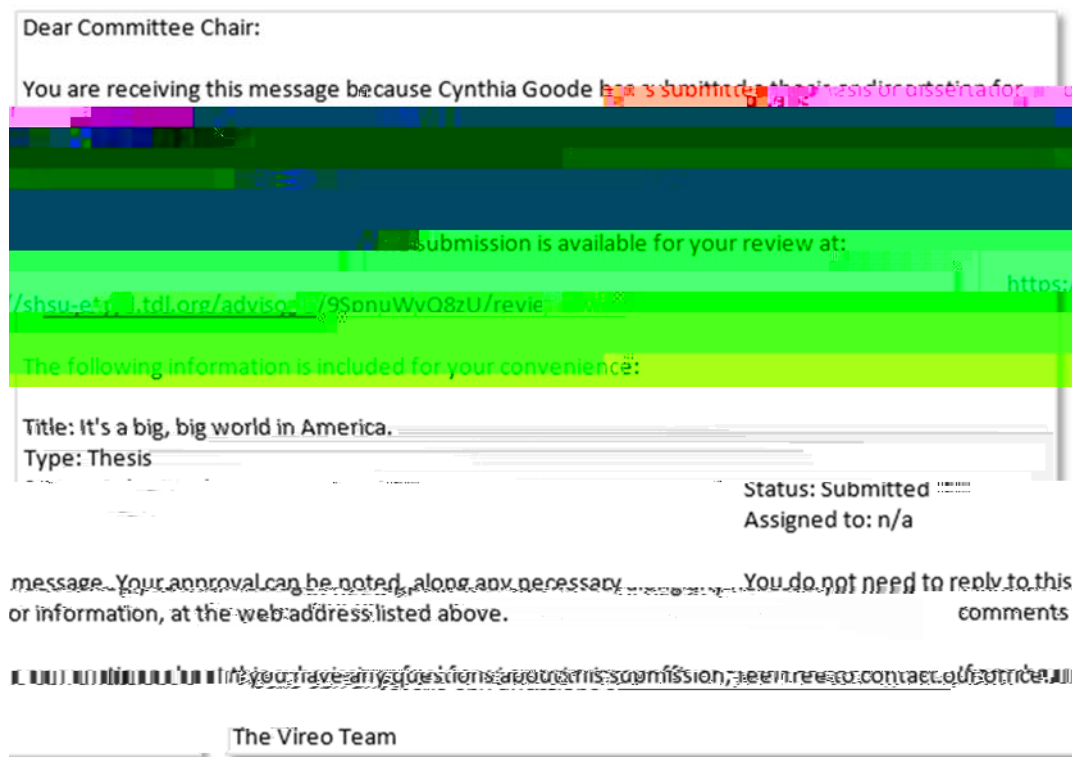
# VIREO

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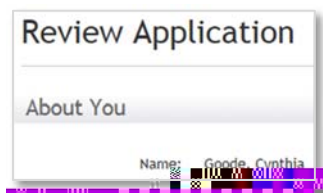
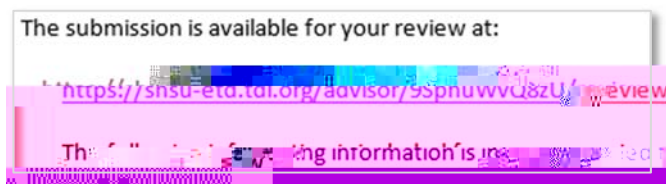
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1. Once a student submits a document to VIREO, you should receive an email that looks like this:

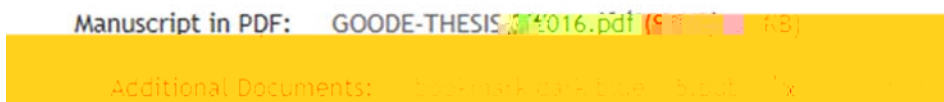


2. Click the hyperlink to review the submission:

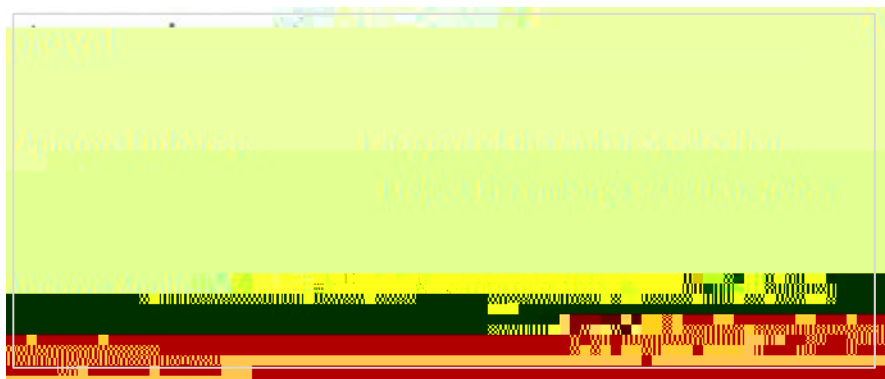


3. You may download and view a student's submitted manuscript, plus any Additional Documents. It is very important for faculty members check any Additional Documents to ensure that sensitive materials are not made publicly available.

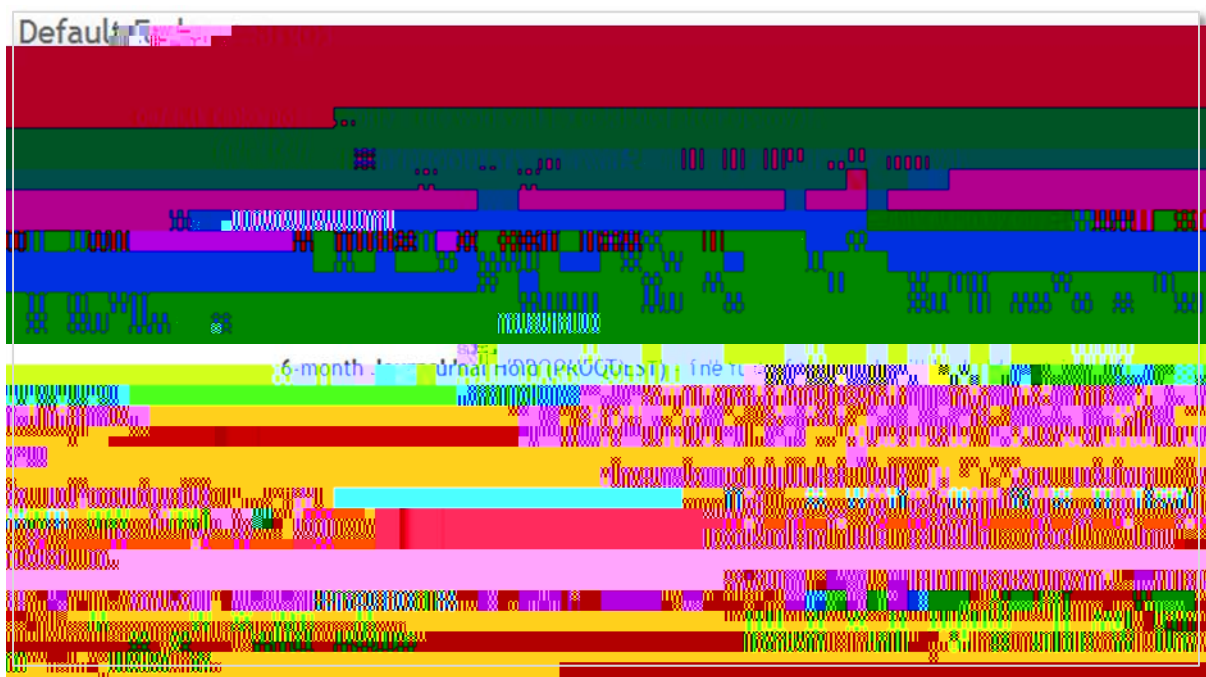
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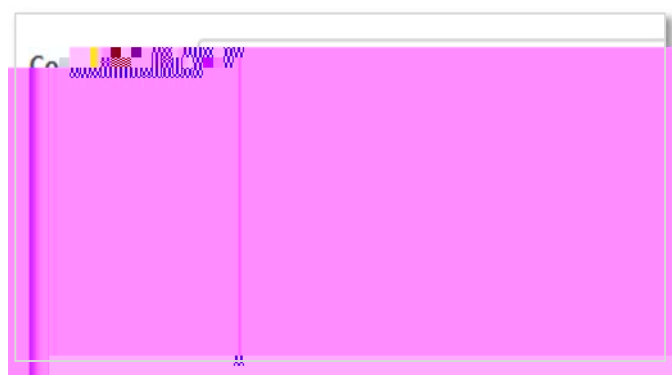
4. At the bottom of the page, you must either Approve or Unapprove a student's Embargo Application:



A student's embargo options for SHSU and ProQuest UMI will have (selected) next to them:



5. You can leave **Comments** for the reviewer explaining any concerns you have about a student's submission:



- 6. You can also view the Application Activity, which displays status updates of a student's thesis or dissertation. This includes any comments you have made.

