**Uploading Revisions to** **Aquila**

To submit a revised document:

* 1. Login to your *Aquila* account and click on the title of the submission

A screenshot of a computer

Description automatically generated

* 1. In the navigation bar on the left-hand side, click “Revise thesis,” “Revise dissertation,” or “Revise project.” The option selected will be based on the document type.

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* 1. The submission form that was completed upon the first submission will appear. Scroll down to “Upload Full Text” on this page and upload the revised document. A screenshot of a computer program

     Description automatically generated
  2. Click “submit.” Allow the submission to process before closing out the window.
  3. Contact the [Documents Specialist](mailto:documentspecialist@usm.edu) to confirm submission of the thesis, dissertation, or doctoral project.

Note: The revision process might be repeated multiple times. All revisions will need to be completed and document will need to be accepted by the final submission deadline.