1.Navigation menu on the left when you first log in. Select "Undergraduate Research"

My Account Opportunities Catalog	Welcome Heather Dover
Submit a Spartan	Dashboard
Experience	
Spartan Experience	Dashboard Home My Account
Record	
Undergraduate	
Research	
Logout	Statement of State
	and the second se

2. Select "Undergraduate Research Experiences"



3. Select "URE 2020"



4. Scroll down and click "view" for desired submission

My active Undergraduate Research Experience connections		
Election 2020	View	
Undergraduate Research Project	View	<

5. Review submission.

If needed, edit by clicking on "Actions you can take..." and click "edit" to make any changes. You must select save at bottom of the page to save changes. Editing a submission will change the status to "Pending"

Undergraduate Research Project APPROVED & INACTIVE					
Actions you can take +	Undergraduate Research Experience Status: Approved & Inactive +				
Edit	Datalla	the l			
Clone	Details	riap			

6. To approve entry: Click on "Undergraduate Research Experience Status: Approved & Inactive" and change to either "approved & active" or "declined"

Undergraduate Research Project APPROVED & INACTIVE

Actions you can take 👻	Undergraduate Research Experience Status: Approved & Inactive -	
Understaducte Descent F	Change to pending	
Undergraduate Research E	Change to approved & active	
UNDERGRADUATE RESE	Change to declined	

7. A successfully approved submission:

Undergraduate Research Project APPROVED & ACTIVE

Actions you can take...
Undergraduate Research Experience Status: Approved & Active