How to Navigate My Spartan Story to Register for UURAF 2021

**Step 1.** Go to the My Spartan Story to log in at [https://mystory.msu.edu/login/](https://mystory.msu.edu/login/) and select “MSU NetID Login”.

**Step 2.** Once you are logged in with your MSU NetID, you will be on the Home page. Select the three lines in the upper left-hand corner to get to the Menu.

**Step 3.** Once in the Menu, you will click the dropdown arrow button on “Undergraduate Research”. Then you will click the dropdown arrow button on “UURAF” to be able to view and select “UURAF 2021”. Select “UURAF 2021” to continue.
Step 4. You will now be viewing the UURAF 2021 Registration Module. This page has includes “Information Required to Register”, “Registration Tips”, and Additional Information”. Please read these as they contain important information!

Step 5. To register for UURAF 2021 and submit a proposal, Select the 3 dots in the black circle located at the bottom right-hand corner of your screen (See arrow on the bottom right).
Step 6. Once you select the three dotted Black Circle button, an Action Menu on the bottom right corner should open with options to “ADD UURAF PRESENTATION” and “MY UURAF PRESENTATION”. This is where you will be able to add a new presentation or view a presentation you have already created.

Information Required to Register

Students will need to have the following information prepared in order to register for the forum:

- Coordinating Presenter: Designated student who will be responsible for the presentation
- Additional Presenters (if applicable): Name and MSU NetID. We highly encourage groups to limit their size to 4 students.
- Faculty Mentor: Name and MSU Net ID. Please contact ugprch@msu.edu if your mentor is not from MSU.
- Presentation Information: Title, type (performance, poster, or oral), category, abstract, and any other any other special requests (accommodation requests, etc.).

Registration Tips

- Submissions must be completed in one session. Partial applications cannot be saved and completed at a later time.
- Only MSU undergraduate students can register and participate in the forum.
- Due to scheduling and space constraints, students may only participate in a maximum of two (2) UURAF programs. The programs must be distinct in subject.
- We try our best to honor requests for rescheduling your presentation time. You can optimize your chances by requesting the change as soon as possible.
- Only currently enrolled MSU undergraduate students or students who have graduated in December immediately prior to UURAF are eligible to participate.

Additional Information

- Responsible Conduct of Research (RCR) training is required of all student presenters by April 5, 2021. You do not need the RCR completion certificate.

6a. If you have selected “ADD UURAF PRESENTATION”, you should see this screen with “STUDENT PRESENTER REGISTRATION INFORMATION”. Here, once you read through the instructions, click on the “Next” button (located on the bottom left of the screen”) to go through each stage of adding a UURAF presentation. (Skip to step 7 if you have clicked “ADD UURAF PRESENTATION”).
6b. If you have selected “MY UURAF PRESENTATION”, you should see this screen with “Your UURAF Presenter Profile”). Here you can view or edit your presentations by clicking “view” under actions in the lower left-hand corner of your screen.

From there, you can select the 3 dots in the black circle located at the bottom right-hand corner of your screen to edit any presentations.
Step 7. If you have clicked “Next”, you will be directed to the next part of submitting a proposal, titled “PRESENTATION OVERVIEW”. Fill in all the information about your presentation and once you have finished, select Next on the bottom left-hand corner of the page. Please note: the RCR certificate is not required for registration—it is due before April 5th.
Step 8. If you have clicked “Next”, you will be directed to the next part of submitting a proposal, titled “ADD ADDITIONAL STUDENT PRESENTERS CONNECTION TO UURAF PRESENTATION”. Here is where you will add co-presenters (if applicable). Only UNDERGRADUATE students can be added as presenters. You may also “Add users in bulk” by clicking that function on the bottom-left hand corner. When you are finished, click “Next”.

Step 9. If you have clicked “Next”, you will be directed to the next part of submitting a proposal, titled “Add Mentor connection to UURAF Presentation”. Here you will add your research mentor by using the “User Look-up” search function.
Once you selected a mentor, their name should appear under “User”. When you are finished, click “Complete” and you are all done!

When you are done, you will see your Presentation Overview with a Green pop-up box saying “Success, UURAF Presentation Successfully Created.” Congratulations, you have submitted your proposal! Remember, you can go back and edit your proposal by using the button with the Black circle and three dots on the bottom-right hand corner or See Step 6b! We look forward to your presentations at UURAF 2021!!