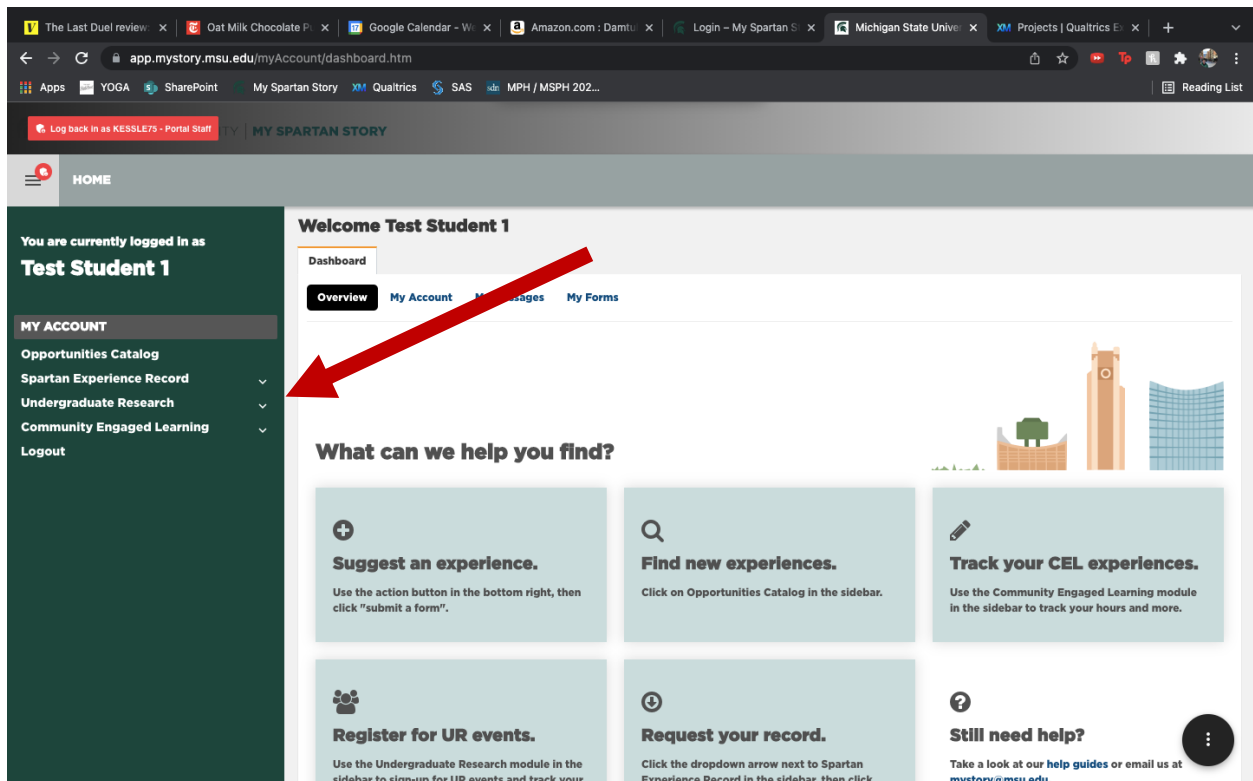


Step-by-Step Guide for UURAF Registration

Last Updated 10.27.23

1. Login to ser.msu.edu.
2. Locate the green sidebar menu. Click the drop-down arrow on Undergraduate Research.



3. Click UURAF.
4. Review the registration information and tips.

The screenshot shows a web browser window with multiple tabs open. The active tab is 'app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm'. The page header includes a navigation bar with 'HOME' and a sidebar menu. The sidebar menu is expanded, showing 'My Account', 'Opportunities Catalog', 'Spartan Experience Record', 'UNDERGRADUATE RESEARCH', 'Overview', 'Undergraduate Research Experiences', 'UURAF', and 'UURAF 2022'. A red arrow points to the 'UURAF 2022' link in the sidebar. The main content area is titled 'UURAF Presentation 2022' and contains a welcome message: 'Welcome to the University Undergraduate Research and Arts Forum (UURAF) Registration Module!'. Below this is a large banner image with the text 'UNIVERSITY UNDERGRADUATE RESEARCH & ARTS FORUM APRIL 8, 2022'. A red arrow points to the 'UURAF' part of the banner. Below the banner, there is a section titled 'Information Required to Register' which states: 'Students will need to have the following information prepared in order to register for the forum:'. A small black circle with three dots is visible in the bottom right corner of the main content area.

UURAF Presentation 2022

Welcome to the University Undergraduate Research and Arts Forum (UURAF) Registration Module!

UNIVERSITY UNDERGRADUATE RESEARCH & ARTS FORUM
APRIL 8, 2022

Use the action button (black circle with 3 dots) in the lower right corner to add a new presentation or edit a previous submission.

Information Required to Register

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

- Coordination Presenter Designated student who will be responsible for the presentation

5. Click the black action button in the bottom right-hand corner of the screen.

The screenshot shows a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The page is titled "UURAF 2022" and is part of the "UNDERGRADUATE RESEARCH" section. A red arrow points to a black circular action button in the bottom right corner of the page.

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 ugrsrch@msu.edu if your mentor is not from MSU.
- **Presentation Information:** Title, type (performance, poster, or oral), category, abstract, and other any other special requests (accommodation requests, etc.).

Registration Tips

- You may save partial applications and complete at a later time.
- Only MSU undergraduate students can register and participate at 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 from each other (i.e. different titles and abstracts).
- 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 after you receive notification.
- Only currently enrolled MSU undergraduate students or students who have graduated in December immediately prior to UURAF are eligible to participate.
- Projects may be from any semester (fall, spring, or summer) and do not need to be complete at time of registration.

Additional Information

- Level 1 **Responsible Conduct of Research (RCR)** training is required of all student presenters. Level 1 courses are: Introduction to RCR, Authorship, Research Misconduct, and Plagiarism. Training is due prior to the event date. Only student presenters with valid RCR certificates on file are eligible for awards.

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MyAccount | Log Out

6. Click Add UURAF Presentation in the action menu on the right side of the screen.

The screenshot shows the same web browser window as before, but with an "Actions" menu open on the right side. A red arrow points to the "Add UURAF Presentation" option in the menu.

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 ugrsrch@msu.edu if your mentor is not from MSU.
- **Presentation Information:** Title, type (performance, poster, or oral), category, abstract, and other any other special requests, etc.).

Registration Tips

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Actions

- Add UURAF Presentation

7. Identify the coordinating presenter. For individual presentations, this is the person presenting. For group presentations, this is the person who is responsible for completing UURAF registration. Search for the coordinating presenter using their name or the NET ID. Click next.

The screenshot shows a web browser window with multiple tabs open. The active tab is 'app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm'. The page header includes a navigation bar with 'HOME' and 'MY SPARTAN STORY'. A sidebar on the left shows the user is logged in as 'Test Student 1' and lists various account options, including 'UNDERGRADUATE RESEARCH' and 'UURAF 2022'. The main content area is titled 'Add UURAF Presentation' and features a progress bar with five steps: 'UURAF Presentation Type' (completed), 'UURAF Presenter', 'UURAF Presentation Details', 'Add Additional Student Presenters (Optional)', and 'Add Mentor'. Below the progress bar, the 'STUDENT PRESENTER REGISTRATION INFORMATION' section provides instructions for individual and group presentations, a registration authorization statement, and a presenter lookup tool. The lookup tool shows a search for 'test student' resulting in 'Test Student 2 (test1234)'.

UURAF Presentation

UURAF Presentation Type — UURAF Presenter — UURAF Presentation Details — Add Additional Student Presenters (Optional) — Add Mentor

STUDENT PRESENTER REGISTRATION INFORMATION

Individual Presentations - If you are the only undergraduate student presenter, you are automatically the coordinating presenter and should complete the registration process.

Group Presentations - If there are multiple undergraduate students presenting the project, one should be designated as the coordinating presenter and will complete the registration process. The coordinating presenter will have the opportunity to add group members as Connections.

By registering to participate in UURAF, I authorize Michigan State University and any of its units to videotape and photograph my image and/or voice, and that of my co-presenter(s) if applicable, for use in research, educational and public service programs, websites and publications. I understand and agree that these audio, video, film and/or print images may be edited, duplicated, distributed, reproduced, reformatted, and/or translated into other languages in any manner without payment of fees, in perpetuity.

Your name, faculty mentor name, research project title, and abstract will be printed in the event program book, which is available online and at the event.

Email ugrsrch@msu.edu if you do not want your information shared publicly or have any questions.

UURAF Presenter Lookup:

test student

Test Student 2 (test1234)

8. Complete the Presentation Overview. This is the information used to sort presentations and compile a program booklet.

The screenshot shows a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The browser's address bar and tabs are visible at the top. Below the browser window is a navigation bar with a 'HOME' link and a 'MY SPARTAN STORY' header. A red button labeled 'Log back in as KE35LE79 - Portal Staff' is on the left. The main content area is titled 'Add UURAF Presentation' and features a progress bar with five steps: 'UURAF Presentation Type' (completed), 'UURAF Presenter' (completed), 'UURAF Presentation Details' (active), 'Add Additional Student Presenters' (Optional), and 'Add Mentor'. The 'UURAF Presentation Details' step is expanded, showing the 'PRESENTATION OVERVIEW' section. This section includes a red warning message: 'MENTORS: Please review your student's submission.' Below this is a text input field for 'Presentation Title'. A note states: 'Abstracts/proposals should be limited to 250 words. If your abstract/proposal exceeds the word count the Undergraduate Research Office will contact you to request an edited version. Your abstract/proposal does not need to be complete at time of registration.' This is followed by a text area for 'Presentation Abstract' with a rich text editor toolbar. At the bottom, there is a question: 'Does your Abstract Contain Special Characters (i.e. subscripts, superscripts, symbols, Greek letters, italics)?' with radio button options for 'Yes' and 'No' (selected).

You are currently logged in as
Test Student 1

My Account
Opportunities Catalog
Spartan Experience Record
UNDERGRADUATE RESEARCH
Overview
Undergraduate Research Experiences
UURAF
UURAF 2022
Mid-SURE
Community Engaged Learning
Logout

Add UURAF Presentation

[Back to Home](#)

UURAF Presentation Type UURAF Presenter UURAF Presentation Details Add Additional Student Presenters Optional Add Mentor

PRESENTATION OVERVIEW

MENTORS: Please review your student's submission.

* Presentation Title

Abstracts/proposals should be limited to 250 words. If your abstract/proposal exceeds the word count the Undergraduate Research Office will contact you to request an edited version. Your abstract/proposal does not need to be complete at time of registration.

* Presentation Abstract

Does your Abstract Contain Special Characters (i.e. subscripts, superscripts, symbols, Greek letters, italics)?

☐ Yes
☒ No

9. Scroll to the bottom of the page and complete the Undergraduate Research Experience Information. This is the information used to add your research experience to your Spartan Experience Record. Click next.

The screenshot shows a web browser window with multiple tabs open. The active tab is 'app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm'. The browser's address bar and tabs are visible at the top. Below the browser window, a red banner indicates 'Logged in as Test Student 1'. The main content area is divided into a dark green sidebar on the left and a white main panel on the right. The sidebar contains a 'HOME' button and a list of navigation items: 'My Account', 'Opportunities Catalog', 'Spartan Experience Record', 'UNDERGRADUATE RESEARCH', 'Overview', 'Undergraduate Research Experiences', 'UURAF', 'UURAF 2022', 'Mid-SURE', 'Community Engaged Learning', and 'Logout'. The main panel is titled 'MY SPARTAN STORY INFORMATION' and contains a paragraph explaining the Spartan Experience Record. Below this, a section titled 'What is My Spartan Story?' contains a form with several fields: 'Title of Research or Creative Experience' (with a character limit of 80), 'Position Type' (a dropdown menu), 'Brief Description of Experience' (with instructions to use past tense), 'Start Date' and 'End Date' (with calendar icons), 'Expected Time Commitment' (a dropdown for hours per week), and 'Compensation' (a checkbox for 'SELECT ALL' and a 'Filter' button).

You are currently logged in as
Test Student 1

My Account
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MY SPARTAN STORY INFORMATION

Every MSU student can receive recognition for their research or creative experiences on their [Spartan Experience Record](#), which is a transcript of your out-of-class activities. The questions in this next section will allow the Undergraduate Research staff to add your research/creative experience automatically to your [Spartan Experience Record](#).

What is My Spartan Story?

Title will be listed on your Spartan Experience Record. Choose a title that conveys the kind or type of work that you have engaged in.

* Title of Research or Creative Experience

Title limited to 80 characters including spaces.

* Position Type

-select-

This entry is the only description of your work that will appear on your [Spartan Experience Record](#).

* Brief Description of Experience

Use past tense only. Focus on your role. What did YOU do? Use action statements to describe your contributions.

* Start Date

* End Date

Select the end of the semester for on-going research.

* Expected Time Commitment

0 hours per -select-

* Compensation

☐ SELECT ALL Filter

The screenshot displays the UURAF 2022 web application. On the left is a dark green sidebar with navigation links: "You are currently logged in as Test Student 1", "My Account", "Opportunities Catalog", "Spartan Experience Record", "UNDERGRADUATE RESEARCH" (selected), "Overview", "Undergraduate Research Experiences", "UURAF" (with sub-link "UURAF 2022"), "Mid-SURE", "Community Engaged Learning", and "Logout". The main content area has a grey header bar with a "HOME" button. Below this, instructions state: "Use the box below to add co-presenters (if applicable). If you cannot find a co-presenter by name, search by MSU Net ID. Only UNDERGRADUATE students can be added as presenters." and "Do not add co-authors. Add only those undergraduate students who will be presenting with you at UURAF. Co-authors may be listed on your abstract, poster, and/or slides." A central form titled "Connect a Person to this UURAF Presentation. They must belong to one of the following groups: Portal User, Student" contains a "User Look-up" field with "test123" entered. A dropdown menu shows two options: "Test Non-MSU User (test123@test.com)" and "Test Student 2 (test1234)". To the right of the form is a table with columns "Action" and "User", containing one row for "Test Student 2 (test1234)" with a "Remove" button. A "Next" button is located below the table. At the bottom, there is a link "Add users in bulk" and contact information for the Undergraduate Research Office.

11. Identify your research mentor(s). Search for these people using their name or NET ID. Multiple names can be listed, but at least one person must be listed. Click complete.

Log back in as KE35LE79 - Portal Staff

MY SPARTAN STORY

HOME

You are currently logged in as
Test Student 1

My Account

Opportunities Catalog

Spartan Experience Record

UNDERGRADUATE RESEARCH

Overview

Undergraduate Research Experiences

UURAF

UURAF 2022

Mid-SURE

Community Engaged Learning

Logout

Add UURAF Presentation

Back to Home

UURAF Presentation Type

UURAF Presenter

UURAF Presentation Details

Add Additional Student Presenters Optional

Add Mentor

Add Mentor Connection to UURAF Presentation

Use the search box below to add your research mentor(s). If your Mentor's name does not appear in the search box or they do not work at MSU please contact the Undergraduate Research Office for assistance at ugrsrch@msu.edu or 517-884-4384.

Connect a Person to this UURAF Presentation. They must belong to one of the following groups: Portal User, Staff / Faculty, Grad Student

User Look-up

heather dover

Heather Dover (doverhea)

Heather Dover (DOVERHEA - Staff / Faculty)

Action

User

Complete

Add users in bulk

You are now registered for UURAF. To view or edit your submitted abstract, go to the home page for UURAF and scroll to the bottom. Each abstract you are listed on will be shown.

The screenshot shows a web browser window with multiple tabs open. The active tab is 'app.mystory.msu.edu/myAccount/jur/uuraf/2022.htm'. The browser's address bar shows the URL. The page is titled 'HOME' and 'Logged in as Test Student 1'. The sidebar on the left contains the following links: 'You are currently logged in as Test Student 1', 'My Account', 'Opportunities Catalog', 'Spartan Experience Record', 'UNDERGRADUATE RESEARCH', 'Overview', 'Undergraduate Research Experiences', 'UURAF', 'UURAF 2022', 'Mid-SURE', 'Community Engaged Learning', and 'Logout'. The main content area has the following sections: '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 ugrsrch@msu.edu if your mentor is not from MSU.', 'Presentation Information: Title, type (performance, poster, or oral), category, abstract, and other any other special requests (accommodation requests, etc.).', 'Registration Tips', 'Additional Information', and 'Pending UURAF Presentations that I created'. The 'Registration Tips' section includes: 'You may save partial applications and complete at a later time.', 'Only MSU undergraduate students can register and participate at 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 from each other (i.e. different titles and abstracts).', '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 after you receive notification.', 'Only currently enrolled MSU undergraduate students or students who have graduated in December immediately prior to UURAF are eligible to participate.', and 'Projects may be from any semester (fall, spring, or summer) and do not need to be complete at time of registration.' The 'Additional Information' section includes: 'Level 1 Responsible Conduct of Research (RCR) training is required of all student presenters. Level 1 courses are: Introduction to RCR, Authorship, Research Misconduct, and Plagiarism. Training is due prior to the event date. Only student presenters with valid RCR certificates on file are eligible for awards.' The 'Pending UURAF Presentations that I created' section shows a table with one row containing the text 'test' and a 'View' button. A red arrow points to the bottom of the main content area. The footer contains the text '© 2022 Orbis Communications Inc. - Orbis Outcome Platform' and 'MyAccount | Log Out'.

You are currently logged in as
Test Student 1

My Account
Opportunities Catalog
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Pending UURAF Presentations that I created

test	View
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