

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.

The screenshot shows a web browser window displaying the mystory.msu.edu dashboard. The browser's address bar shows the URL `app.mystory.msu.edu/myAccount/dashboard.htm`. The page header includes a navigation bar with a 'HOME' button and a user profile section for 'Test Student 1'. The main content area is titled 'Welcome Test Student 1' and features a 'Dashboard' section with tabs for 'Overview', 'My Account', 'Messages', and 'My Forms'. Below this is a section titled 'What can we help you find?' with six cards: 'Suggest an experience.', 'Find new experiences.', 'Track your CEL experiences.', 'Register for UR events.', 'Request your record.', and 'Still need help?'. A red arrow points to the dropdown arrow next to 'Undergraduate Research' in the sidebar menu.

You are currently logged in as Test Student 1

MY ACCOUNT

- Opportunities Catalog
- Spartan Experience Record
- Undergraduate Research**
- Community Engaged Learning
- Logout

Welcome Test Student 1

Dashboard

Overview My Account Messages My Forms

What can we help you find?

- Suggest an experience.**
Use the action button in the bottom right, then click "submit a form".
- Find new experiences.**
Click on Opportunities Catalog in the sidebar.
- Track your CEL experiences.**
Use the Community Engaged Learning module in the sidebar to track your hours and more.
- Register for UR events.**
Use the Undergraduate Research module in the sidebar to sign-up for UR events and track your
- Request your record.**
Click the dropdown arrow next to Spartan Experience Record in the sidebar, then click
- Still need help?**
Take a look at our [help guides](#) or email us at mystory@msu.edu.

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

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, there is a navigation bar with a 'HOME' button and a 'MY SPARTAN STORY' link. The main content area is titled 'UURAF Presentation 2022' and features a large banner image with the text 'UNIVERSITY UNDERGRADUATE RESEARCH & ARTS FORUM APRIL 8, 2022'. A red arrow points to the 'UURAF 2022' option in the sidebar menu. Below the banner, there is a section titled 'Information Required to Register' with a list of requirements.

UURAF Presentation 2022

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

UURAF 2022

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 logged in as "Test Student 1". The main content area contains the following sections:

- 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.

A red arrow points to a black circular action button in the bottom right corner of the page.

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 above, but with an "Actions" menu open on the right side of the screen. The menu contains the option "Add UURAF Presentation". A red arrow points to this option.

- 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 the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The user is logged in as 'Test Student 1'. The main content area is titled 'Add UURAF Presentation' and features a breadcrumb trail: 'UURAF Presentation Type' > 'UURAF Presenter' > 'UURAF Presentation Details' > 'Add Additional Student Presenters (Optional)' > 'Add Mentor'. Below the breadcrumb, the 'STUDENT PRESENTER REGISTRATION INFORMATION' section contains the following text:

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 page title is "Add UURAF Presentation". A progress bar at the top indicates the following steps: "UURAF Presentation Type" (checked), "UURAF Presenter" (checked), "UURAF Presentation Details" (active), "Add Additional Student Presenters" (Optional), and "Add Mentor".

The main content area is titled "PRESENTATION OVERVIEW". It contains the following elements:

- A red message: **MENTORS: Please review your student's submission.**
- A text input field for "Presentation Title".
- A text input field for "Presentation Abstract" with a rich text editor toolbar.
- A question: "Does your Abstract Contain Special Characters (i.e. subscripts, superscripts, symbols, Greek letters, italics)?" with radio buttons for "Yes" and "No". The "No" option is selected.

A left sidebar menu is visible, showing the user is logged in as "Test Student 1" and listing various navigation options like "My Account", "Opportunities Catalog", and "UURAF 2022".

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 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, a navigation bar shows the user is logged in as "Test Student 1". A dark green sidebar on the left contains a menu with the following items: "You are currently logged in as Test Student 1", "My Account", "Opportunities Catalog", "Spartan Experience Record", "UNDERGRADUATE RESEARCH" (expanded), "Overview", "Undergraduate Research Experiences" (expanded), "UURAF" (expanded), "UURAF 2022" (selected), "Mid-SURE", "Community Engaged Learning", and "Logout".

The main content area is titled "MY SPARTAN STORY INFORMATION" and contains the following text: "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**."

Below this text is the section "What is My Spartan Story?". It contains several form fields:

- Title of Research or Creative Experience:** A text input field with a note: "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." and "Title limited to 80 characters including spaces."
- Position Type:** A dropdown menu currently showing "-select-".
- Brief Description of Experience:** A text input field with a note: "This entry is the only description of your work that will appear on your **Spartan Experience Record**. Use past tense only. Focus on your role. What did YOU do? Use action statements to describe your contributions."
- Start Date:** A date picker field.
- End Date:** A date picker field with a note: "Select the end of the semester for on-going research."
- Expected Time Commitment:** A dropdown menu showing "0" and "hours per" followed by another dropdown menu showing "-select-".
- Compensation:** A checkbox labeled "SELECT ALL" and a "Filter" input field.

10. Identify any co-presenters for your project. Search for these people using their name or NET ID. Multiple names can be listed. If there are none, leave this field empty. Click next.

The screenshot shows a web browser window with the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The browser tabs include "The Last Duel rev...", "Oat Milk Chocol...", "Google Calendar", "Amazon.com : D...", "Login - My Sp...", "Michigan State U...", "Michigan State U...", "Projects | Qualtr...", and "Reading List". The browser address bar shows the URL and navigation icons. The browser toolbar includes "Apps", "YOGA", "SharePoint", "My Spartan Story", "XM Qualtrics", "SAS", "MPH / MSPH 202...", and "Reading List".

The application interface has a dark green sidebar on the left with the following menu items: "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", and "Logout".

The main content area is white and contains the following text and form elements:

- Instructions: "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."
- Warning: "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."
- Form: "Connect a Person to this UURAF Presentation. They must belong to one of the following groups: Portal User, Student". It includes a "User Look-up" search box with "test123" entered, and a list of search results: "Test Non-MSU User (test123@test.com)" and "Test Student 2 (test1234)".
- Table: A table with columns "Action" and "User". The "Action" column has a "Remove" button, and the "User" column contains "Test Student 2 (test1234)".
- Buttons: "Next" and "Add users in bulk".
- Contact Information: "If you experience trouble adding a co-presenter please contact the Undergraduate Research Office by phone: 517-884-4384 or email: ugrsrch@msu.edu."

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.

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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 the URL `app.mystory.msu.edu/myAccount/ur/uuraf/2022.htm`. The user is logged in as "Test Student 1". The page content is as follows:

- Navigation Sidebar (Left):**
 - 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
- Main Content Area:**
 - Registration Information:**
 - 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.
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 - Pending UURAF Presentations that I created:**
 - test View

A red arrow points to the "View" button in the pending presentations section.

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