Step-by-Step Guide for UURAF Registration

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

6. Click Add UURAF Presentation in the action menu on the right side of the screen.
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.
8. Complete the Presentation Overview. This is the information used to sort presentations and compile a program booklet.
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.
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.
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.
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.