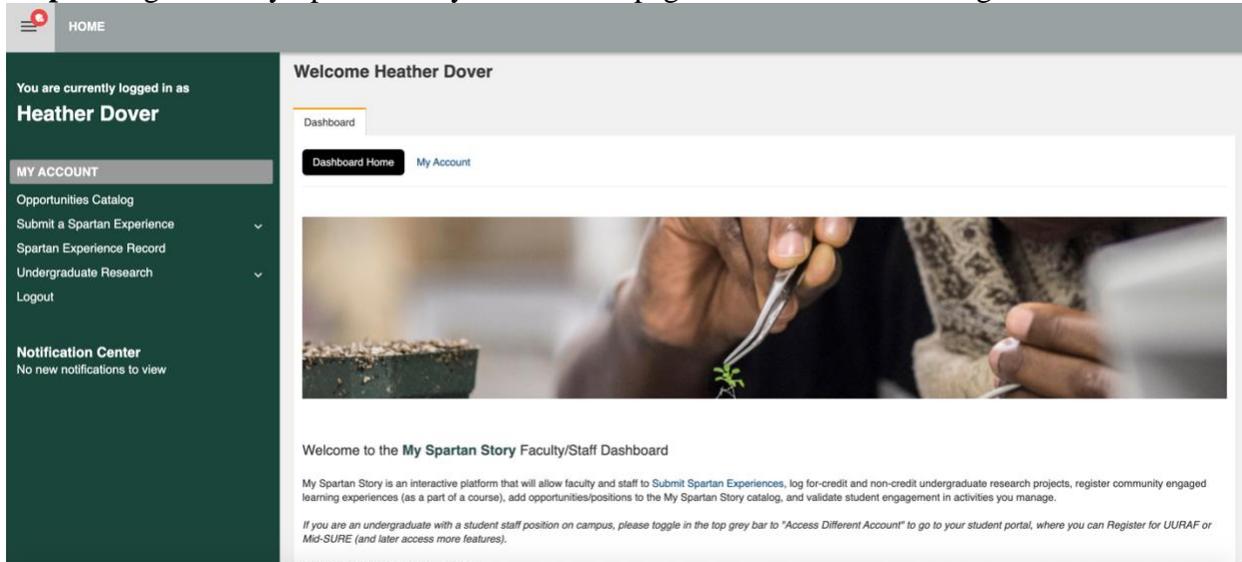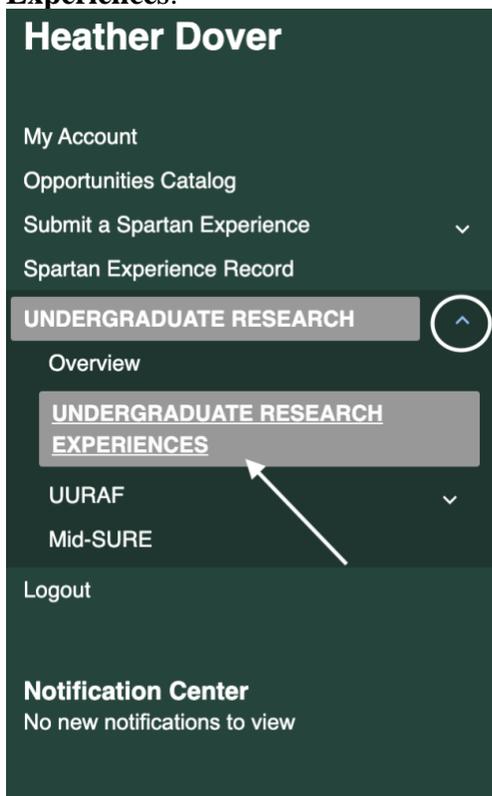# Undergraduate Research Experiences (URE) Module:
A Guide for Mentors

Step 1: Log on to My Spartan Story. Your home page should look something like this.

Step 2: Go to the menu on the left, search for Undergraduate Research, and click the arrow located in the drop-down menu (circled in the image). Click **Undergraduate Research Experiences**.

Step 3: On the Undergraduate Research Experience page, select the black circle with the three dots in the lower right corner.

Step 4:
When you click the black circle, two options will appear. Select "**Add Undergraduate Research Experience**."

Step 5: Enter your student's name by typing their MSU Net ID. When you see their name, select it and click **Next**.

Add Undergraduate Research Experience　　　　　　　　　　　　　　　‹ Back to Home

✓ Undergraduate Research Experience Type　———　👤 URE Submitter　———　ⓘ Undergraduate Research Experience Details　———　Add Additional Students *Optional*　———　Add Staff/Faculty

The URE Submitter is the undergraduate student associated with this project.

URE Submitter Lookup:

[   ]

Search for students by inserting their MSU Net ID.

[Next]

Step 6: Complete the information requested: time period, title of research, the student's position, a brief description of their experience, the college or division of research of the mentor (which is you), and your academic department.

Add Undergraduate Research Experience　　　　　　　　　　　　　　　‹ Back to Home

✓ Undergraduate Research Experience Type　———　✓ URE Submitter　———　ⓘ Undergraduate Research Experience Details　———　Add Additional Students *Optional*　———　Add Staff/Faculty

UNDERGRADUATE RESEARCH EXPERIENCE OVERVIEW

* Time Period or Academic Year Research Experience Occurred　　　　[-select- ▾]

* Title of Research or Creative Experience　　　　[   ]

Title limited to 80 characters including spaces.

* Position Type　　　　[-select- ▾]

This content will be displayed on your Spartan Experience Record.

* Brief Description of Experience　　　　[   ]　This question is limited to 200 characters (including spaces)

Use past tense only. Focus on your role. What did you do? Describe deliverables.

* College or Division of Research Mentor　　　　[-select- ▾]

* Department of Research Mentor　　　　[   ]

Step 7: Add the names of additional students if more than one student worked on the project. You can search by MSU Net ID or by their names. If only one student worked on the project, select **next.**

Add Undergraduate Research Experience

‹ Back to Home

✓ Undergraduate Research Experience Type — ✓ URE Submitter — ✓ Undergraduate Research Experience Details — Add Additional Students *Optional* — Add Staff/Faculty

Add Additional Students Connection to Undergraduate Research Experience

If you have additional students connected to this submission please search and add them!

ⓘ Connect a Person to this Undergraduate Research Experience. They must belong to one of the following groups: Student

User Look-up

Search for a user by first or last name, email address, username, or user ID.

Action | User

Next

Add users in bulk ⊕

Step 8: Add yourself to the project as the research mentor. Additional faculty/staff (i.e., graduate students, post-docs, research associates) also can be added. Once finished, select **Complete**.

Add Undergraduate Research Experience

‹ Back to Home

✓ Undergraduate Research Experience Type — ✓ URE Submitter — ✓ Undergraduate Research Experience Details — ✓ Add Additional Students *Optional* — Add Staff/Faculty

Add Staff/Faculty Connection to Undergraduate Research Experience

Use the search box below to add the Staff/Faculty user associated with your research!

ⓘ Connect a Person to this Undergraduate Research Experience. They must belong to one of the following groups: Staff / Faculty

User Look-up

Search for a user by first or last name, email address, username, or user ID.

Action | User

Complete

Add users in bulk ⊕

You're all done! This research experience will appear on the student's Spartan Experience Record.