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.

**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.
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.

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.

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