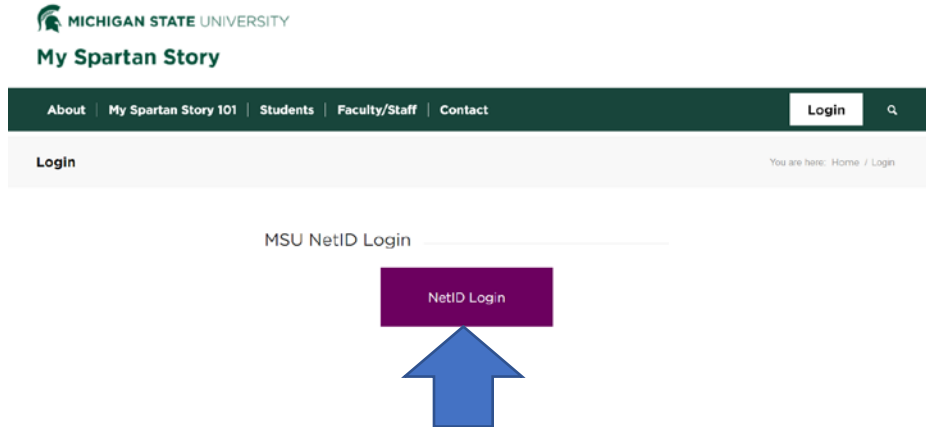


How to Navigate My Spartan Story to Register for Mid-SURE

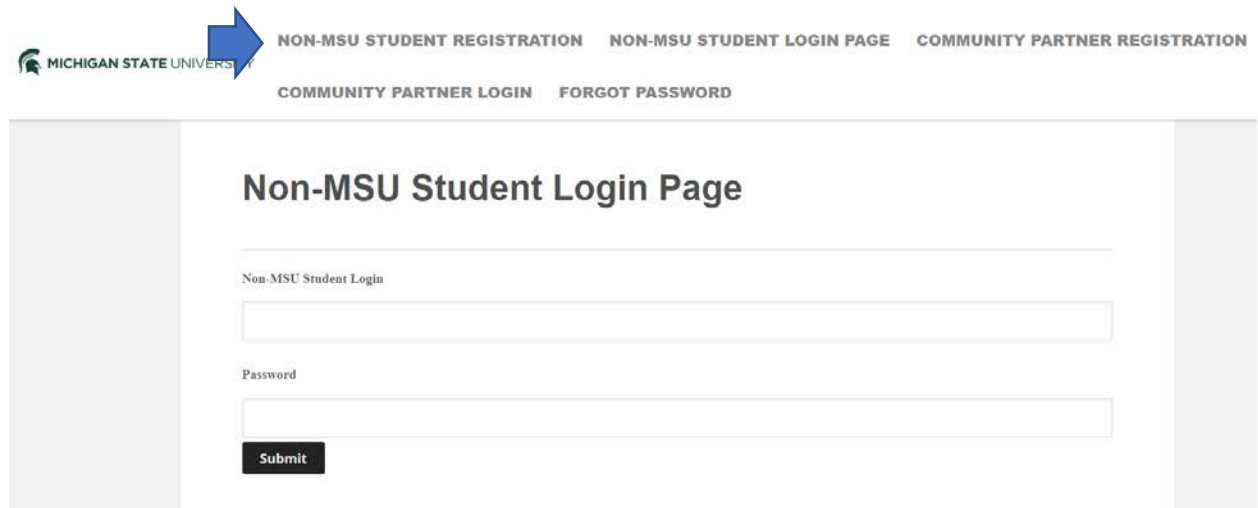
Step 1. Log in to the My Spartan Story Platform. If you are a non-MSU Student skip to step 1b. For MSU Students continue to step 1a.

Step 1a. MSU students log in at <https://mystory.msu.edu/login/> and select “MSU NetID Login”.

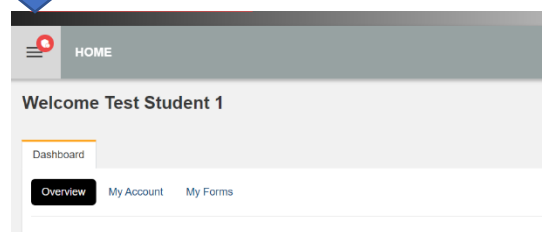


Step 1b. Non-MSU students log in at <https://app.mystory.msu.edu/non-msu-login.htm>

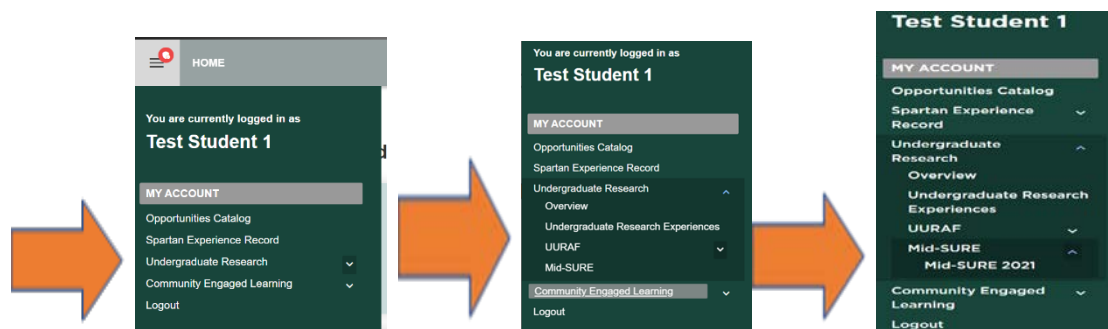
- If this is your first time using this site, you will need to select “NON-MSU STUDENT REGISTRATION” to create an account



Step 2. Once you are logged in, you will be on the Home page. Select the three lines in the upper left-hand corner to get to the Menu.



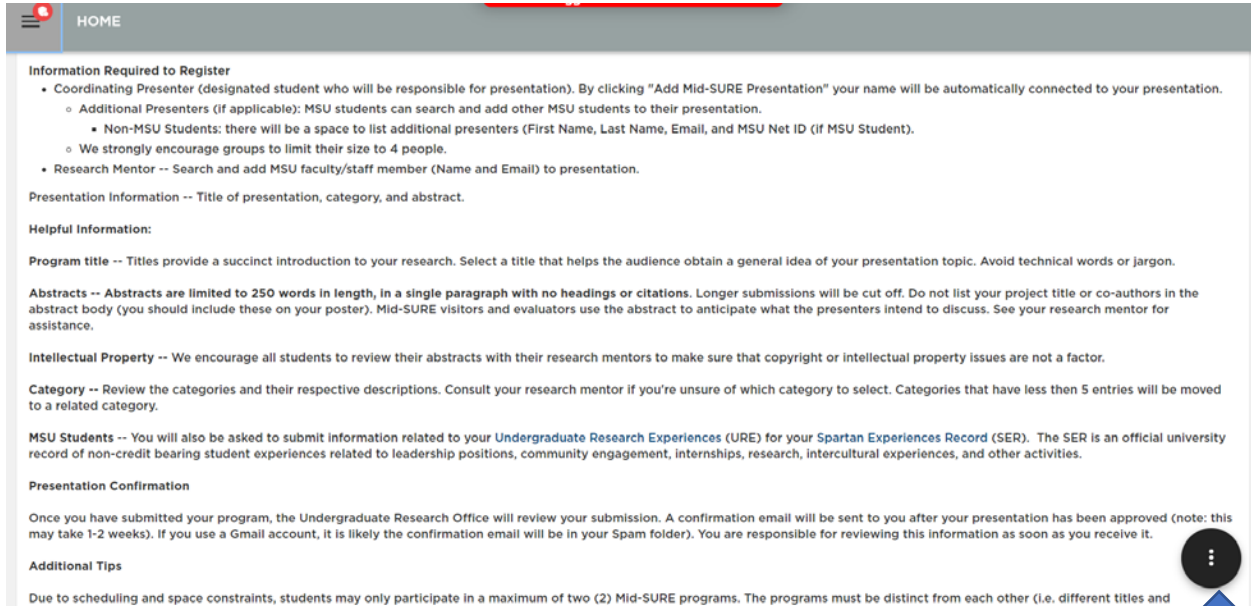
Step 3. Once in the Menu, you will click the dropdown arrow button on “Undergraduate Research”. Then you will click the dropdown arrow button on “Mid-SURE” to be able to view and select “Mid-SURE 2021”. Select “Mid-SURE 2021” to continue.



Step 4. You will now be viewing the Mid-SURE 2021 Registration Module. This page includes “Information Required to Register”, “Registration Tips”, and “Additional Information”. Please read these as they contain important information!

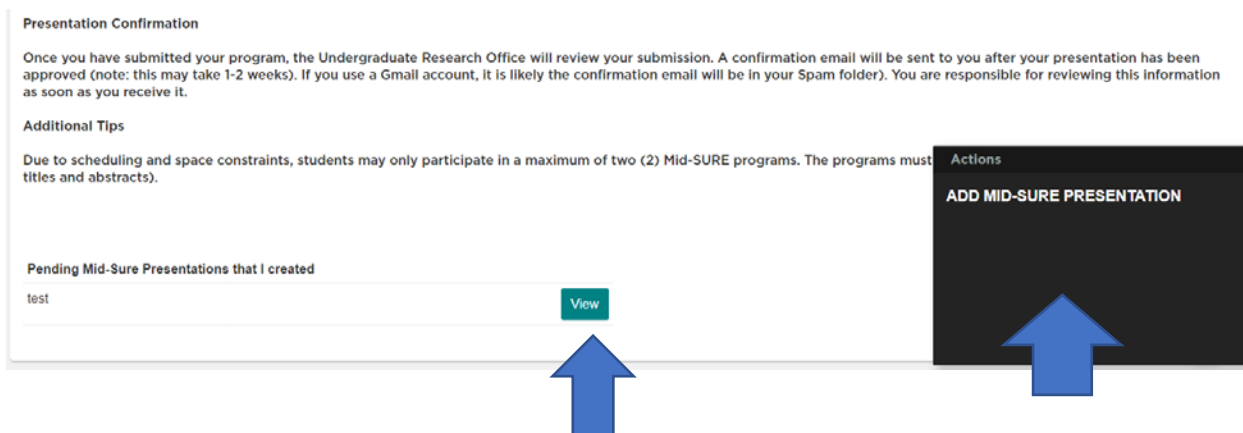


Step 5. To register for Mid-SURE 2021 and submit a proposal, Select the Action Button (3 dots in the black circle) located at the bottom right-hand corner of your screen (See arrow on the bottom right).



The screenshot shows the top portion of a web page. At the top left, there is a 'HOME' link. Below it, the page is titled 'Information Required to Register'. It contains several sections: 'Coordinating Presenter', 'Additional Presenters', 'Research Mentor', 'Presentation Information', 'Helpful Information', 'Program title', 'Abstracts', 'Intellectual Property', 'Category', 'MSU Students', 'Presentation Confirmation', and 'Additional Tips'. A blue arrow points to a black circle containing three white dots (the action button) located at the bottom right of the page content.

Step 6. Once you select the Action Button, an Action Menu on the bottom right corner should open with options to “ADD MID-SURE PRESENTATION”. This is where you will be able to add a new presentation. If you have submitted a presentation previously, it will show at the bottom of the page with a “View” button.



The screenshot shows the same page as in Step 5, but with an action menu open on the right side. The menu is black with white text and contains the option 'ADD MID-SURE PRESENTATION'. Below the 'Additional Tips' section, there is a table titled 'Pending Mid-Sure Presentations that I created' with one entry: 'test'. A green 'View' button is positioned to the right of the 'test' entry. A blue arrow points to the 'View' button, and another blue arrow points to the 'ADD MID-SURE PRESENTATION' button in the action menu.

6a. If you have selected “ADD Mid-SURE PRESENTATION”, you should see this screen with “STUDENT PRESENTER REGISTRATION INFORMATION”. Here, once you read through the instructions, click on the “Next” button (located on the bottom left of the screen”) to go through each stage of adding a Mid-SURE presentation. (Skip to step 7 if you have clicked “ADD Mid-SURE PRESENTATION”).

HOME

Add Mid-Sure Presentation

◀ Back to Home

Mid-Sure Presentation Type — Presenter — Mid-Sure Presentation Details — Add Additional Student Presenters (Optional) — Add Mentor

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

Group Presentations - If there are multiple undergraduate students presenting at the symposium, one should be designated as the coordinating author and be the only person to register. The coordinating presenter will have the opportunity to add the names of co-presenters during the following registration steps.

By registering to participate in Mid-SURE, 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.

Presenter Lookup:

Test Student 2 (test1234)

Next



6b. If you have selected “View” for a Mid-SURE presentation you created, you should see this screen with the detail of your presentation. Here you can edit your presentation by clicking the action button.

test

◀ Overview

Mid-Sure Presentation Details

PRESENTATION OVERVIEW

* Title test
Text only. Do not include symbols or Greek letters.

* Abstract test

* Does your Abstract Contain Special Characters (I.e. Subscripts, Superscripts, Symbols, Greek Letters, Italics)? No

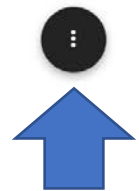
* Presentation Type Poster

* Category Agriculture and Animal Science
Not sure which category to choose? See the full list of category descriptions on our website.

Please select an alternative category for your project. If your first choice is

Presenter Profile

First Name	Test
Last Name	Student 2
Email	test123@test.com



Step 7. If you have clicked “Next”, you will be directed to the next part of submitting a proposal, titled “PRESENTATION OVERVIEW”. Fill in all the information about your presentation and once you have finished, select Next on the bottom left-hand corner of the page. *(MSU students are required to fill out an additional section for the Undergraduate Research Experience Module.)*

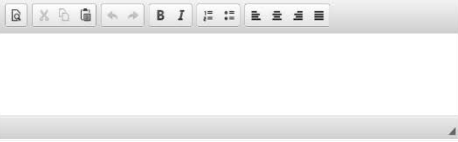
Add Mid-Sure Presentation < Back to Home

Mid-Sure Presentation Type Presenter **1** Mid-Sure Presentation Details Add Additional Student Presenters Optional Add Mentor

PRESENTATION OVERVIEW

* Title
Text only. Do not include symbols or Greek letters.

* Abstract



* Does your Abstract Contain Special Characters (i.e. Subscripts, Superscripts, Symbols, Greek Letters, Italics)? Yes No

* Presentation Type

* Category
Not sure which category to choose? See the full list of [category descriptions](#) on our website.

Please select an alternative category for your project. If your first choice is not available due to low registration, your presentation will be moved to this second choice category.

* Category - 2nd choice

* Summer Program Affiliation

* Was this research project conducted for course credit? Yes No

Was this research or creative activity conducted during an MSU sponsored Education Abroad program or experience? Yes No

Was this a community-based participatory research project? Yes No

* Is Your Research Mentor an MSU Faculty or Staff?

Special Requests

MSU Students
Only



MY SPARTAN STORY INFORMATION

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

This content will be displayed on your Spartan Experience Record.

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

Describe what you did. Use past tense.

Start Date

End Date

Expected Time Commitment hours per

Compensation

SELECT ALL

Volunteer

Paid

Academic Credit

Select Anticipated Learning Outcomes

Select at least 1 learning outcome. 5 outcomes is the limit.

You can only select 5 options.

SELECT ALL

Advocate for myself and others

Analyze and evaluate data

Apply boundary crossing competencies

Apply knowledge and skills in professional settings

Apply knowledge and skills to develop purpose

Apply knowledge to solve real world problems

Choose outcomes applicable to your project.



Step 8. If you have clicked “Next”, you will be directed to the next part of submitting a proposal, titled “ADD ADDITIONAL STUDENT PRESENTERS CONNECTION TO MID-SURE PRESENTATION”. Here is where you will add co-presenters (if applicable). Only UNDERGRADUATE students can be added as presenters. You may also “Add users

Add Additional Student Presenters Connection to Mid-Sure Presentation

Follow the instructions below to add any co-presenters (if applicable):

. No Co-Presenters: Click Next

- Co-Presenters that are MSU Students: Search for your MSU co-presenter by first and last name or MSU Net ID (email) and add below.
- Co-Presenters that are NOT MSU Students: Ask these co-presenters to create an "Other User" log-in profile. In addition, add the names and email addresses of your non-MSU co-presenters in the previous step. If you already did this, click next.

i Connect a Person to this Mid-Sure Presentation. They must belong to one of the following groups: Portal User, Student

User Look-up

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

Action User



[Add users in bulk](#)

in bulk” by clicking that function on the bottom-left hand corner. When you are finished (or have no co-presenters to add), click “Next”.

Step 9. If you have clicked “Next”, you will be directed to the next part of submitting a proposal, titled “Add Mentor connection to Mid-SURE Presentation”. Here you will add your research mentor by using the “User Look-up” search function.

Add Mid-Sure Presentation ← Back to Home

Mid-Sure Presentation Type Presenter Mid-Sure Presentation Details Add Additional Student Presenters (Optional) Add Mentor

Add Mentor Connection to Mid-Sure Presentation

Follow the instructions below to search and add your Research Mentor:

- MSU Students: If your research mentor is an MSU Faculty/Staff/Graduate Student search by First and Last Name or MSU Net ID (MSU Email) and add below. If your research mentor is NOT an MSU Faculty/Staff/Graduate Student, search and add "Non MSU Mentor" below.
- ?Non-MSU Students: If you are NOT an MSU Student and your Mentor is NOT an MSU Faculty/Staff, please search and add "Non MSU Mentor" below. If your mentor IS an MSU Faculty/Staff, search by their First and Last Name or Net ID and add below.

Questions or issues? Please contact the Undergraduate Research Office at 517-884-4384 or ugrsrch@msu.edu.

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

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

Once you selected a mentor, their name should appear under “User”. When you are finished, click “Complete” and you are all done!

Add Mentor Connection to Mid-Sure Presentation

Mid-Sure Presentation Type Presenter Mid-Sure Presentation Details Add Additional Student Presenters (Optional) Add Mentor

Add Mentor Connection to Mid-Sure Presentation

Follow the instructions below to search and add your Research Mentor:

- MSU Students: If your research mentor is an MSU Faculty/Staff/Graduate Student search by First and Last Name or MSU Net ID (MSU Email) and add below. If your research mentor is NOT an MSU Faculty/Staff/Graduate Student, search and add "Non MSU Mentor" below.
- ?Non-MSU Students: If you are NOT an MSU Student and your Mentor is NOT an MSU Faculty/Staff, please search and add "Non MSU Mentor" below. If your mentor IS an MSU Faculty/Staff, search by their First and Last Name or Net ID and add below.

Questions or issues? Please contact the Undergraduate Research Office at 517-884-4384 or ugrsrch@msu.edu.

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

User Look-up

heather dove

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

Action	User
Remove	Heather Dover (DOVERHEA - Staff / Faculty)

Complete

Add users in bulk

When you are done, you will see your Presentation Overview with a Green pop-up box saying “Success, Mid-SURE Presentation Successfully Created.” Congratulations, you have submitted your proposal! Remember, you can go back and edit your proposal by using the button with the Black circle and three dots on the bottom-right hand corner or See Step 6b! We look forward to your presentations at Mid-SURE 2021!!

Mid-Sure Presentation Details

PRESENTATION OVERVIEW

* Title	test Text only. Do not include symbols or Greek letters.
* Abstract	test
Does your Abstract Contain Special Characters (i.e. subscripts, superscripts, symbols, Greek letters, italics)?	No
* Presentation Type	Oral

Presenter Profile

First Name	Test
Last Name	Student 2
Email	test123@test.com

