Step-by-Step Guide for URE Approval by Mentor

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1. Log into ser.msu.edu using your MSU credentials
2. Locate the green sidebar and click on the Undergraduate Research drop down arrow.
3. Click on UURAF or MidSURE
4. Your window should now look like this
5. Scroll to the bottom and identify what UURAF or MidSURE project you would like to approve. Select the “View” button next to the presentation.
6. Review the details of the project by scrolling through the submission.
7. Scroll to the bottom and identify the black dot with three white circles in the bottom right-hand corner of your screen.
8. Click on the black circle and then click on “Edit”
9. Scroll to the bottom of the submission and click “Yes” if you approve the project.
10. After clicking “Yes”. Make sure to then hit save.
11. After clicking save, the presentation is now approved. To make edits to the presentation, or any other presentation, you can simply return to the UURAF home screen.