

# Undergraduate Research Experiences (URE) Module: a guide for mentors

**1** Log on to My Spartan Story at <https://mystory.msu.edu>.

**2** Go to the menu on the left, click on **Undergraduate Research**, then **Undergraduate Research Experiences**, and choose the **academic year** that the undergraduate research experience will take place in.

**3** Select the **black circle with the three dots** in the lower right corner to initiate a submission.

**4** Two options will appear. Select **“Add Undergraduate Research Experience.”**

**5** Enter your student’s name by typing their **name** or their **MSU Net ID**. When you see their name, select it and then click **Next**.

**6** Enter the **requested information**.

**7** On the next page, you can enter the **names of additional students** working on the project. You can search by MSU Net ID or by their names. If only one student worked on the project, select **Next**.

**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. At this point, the entry is listed as **“Pending”**:

**9** If you are happy with the entry and wish for the UR office to create the record, you need to **change the status to “Approved & Active”** (you can access this menu using the **three black dots** at the bottom right of the window).

