

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

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

Step 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 has taken place in.

Step 3: Select the research/creative experience that you are looking to approve by clicking the green box with “View”.

Step 4: When the record loads, the status of the record is given in a box next to the title of the experience. It will be either:

- Incomplete
- Pending
- Approved & Inactive
- Approved & Active

Step 5: If the record is “Approved & Active” there is nothing you need to do – the experience will be added to the student’s SER.

Step 6: To change a status, click on the black circle in the bottom right corner.

Step 7: Click on the “Update status” link (there will be a downward caret to the right) and then select “Change to Approved & Active”.

Step 8: That’s it!