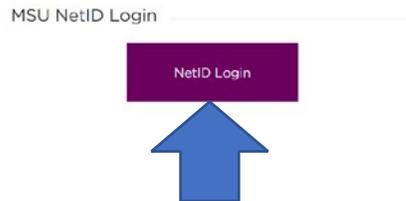
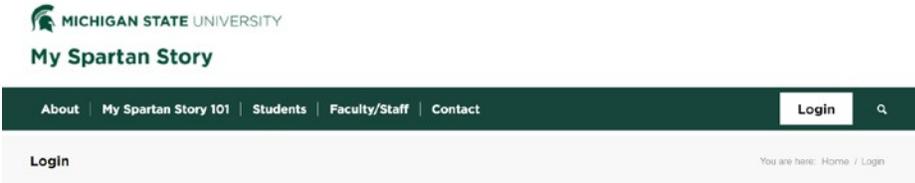


How to Navigate Spartan Experience Record to Register for MidSURE

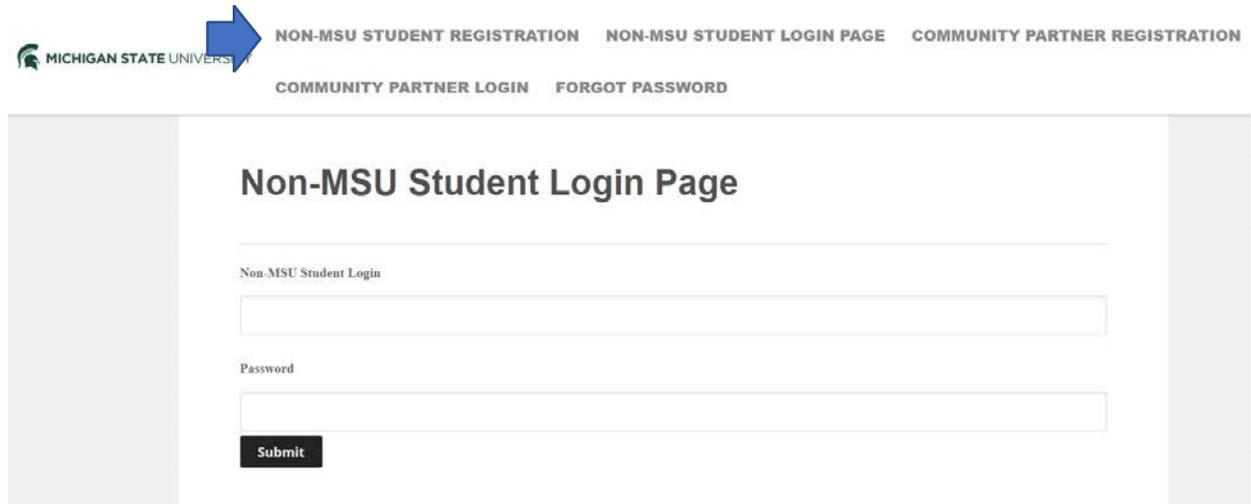
Step 1. Log in to the [Spartan Experience Record](#) Platform. If you are a non-MSU Student skip to step 1b. For MSU Students continue to step 1a.

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

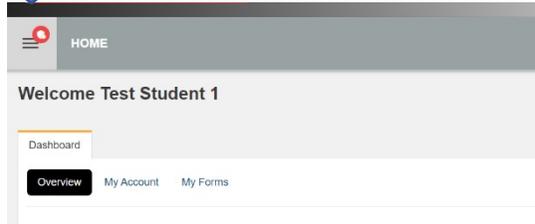


Step 1b. Non-MSU students log in at <https://app.mystory.msu.edu/non-msu-login.htm>

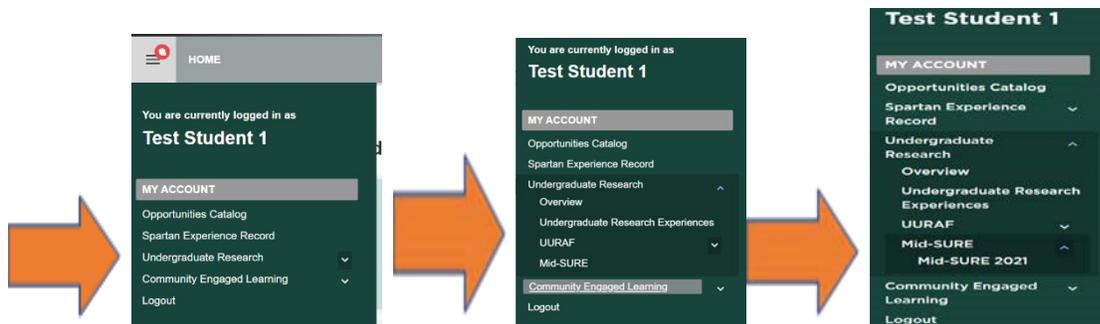
- If this is your first time using this site, you will need to select “NON-MSU STUDENT REGISTRATION” to create an account



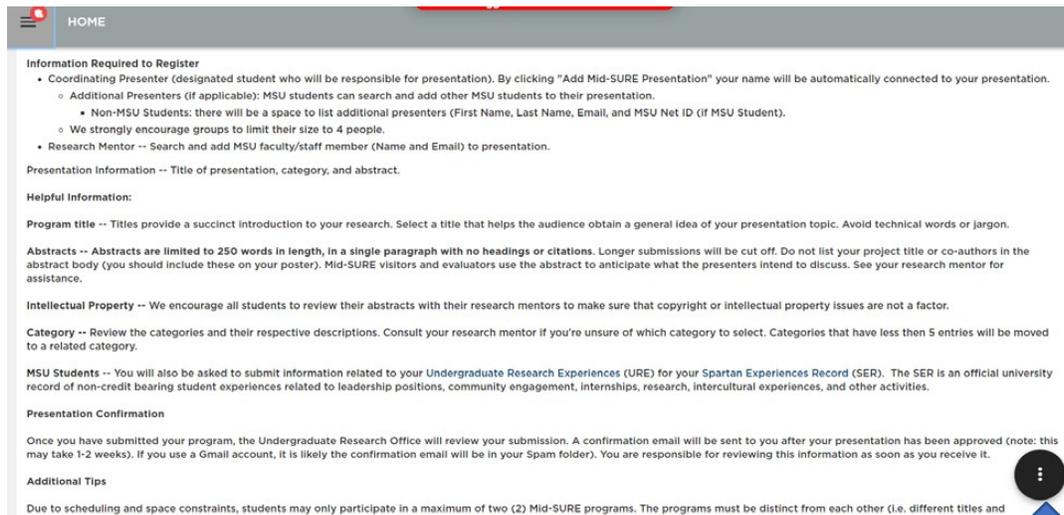
Step 2. Once you are logged in, you will be on the Home page. Select the three lines in the upper left-hand corner to get to the Menu.



Step 3. Once in the Menu, you will click the dropdown arrow button on "Undergraduate Research". Then you will click on "MidSURE".



Step 4. To register for MidSURE 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).



Step 5. Once you select the Action Button, an Action Menu on the bottom right corner should open with options to “ADD MIDSURE 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.

Presentation Confirmation

Once you have submitted your program, the Undergraduate Research Office will review your submission. A confirmation email will be sent to you after your presentation has been approved (note: this may take 1-2 weeks). If you use a Gmail account, it is likely the confirmation email will be in your Spam folder). You are responsible for reviewing this information as soon as you receive it.

Additional Tips

Due to scheduling and space constraints, students may only participate in a maximum of two (2) Mid-SURE programs. The programs must have unique titles and abstracts).

Pending Mid-Sure Presentations that I created

test	View
------	----------------------

Actions

ADD MID-SURE PRESENTATION

6a. If you have selected “ADD MidSURE 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 MidSURE presentation. (Skip to step 7 if you have clicked “ADD MidSURE 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 MidSURE 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
● Mid-Sure Presentation Details
Optional Add Additional Student Presenters
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 limited to 80 characters including spaces.

Title of Research or Creative Experience

Position Type

Brief Description of Experience
This content will be displayed on your Spartan Experience Record. This question is limited to 300 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
You can only select 5 options. 5 outcomes is the limit.

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 MIDSURE PRESENTATION”. Here is where you will add copresenters (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.



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

User Look-up

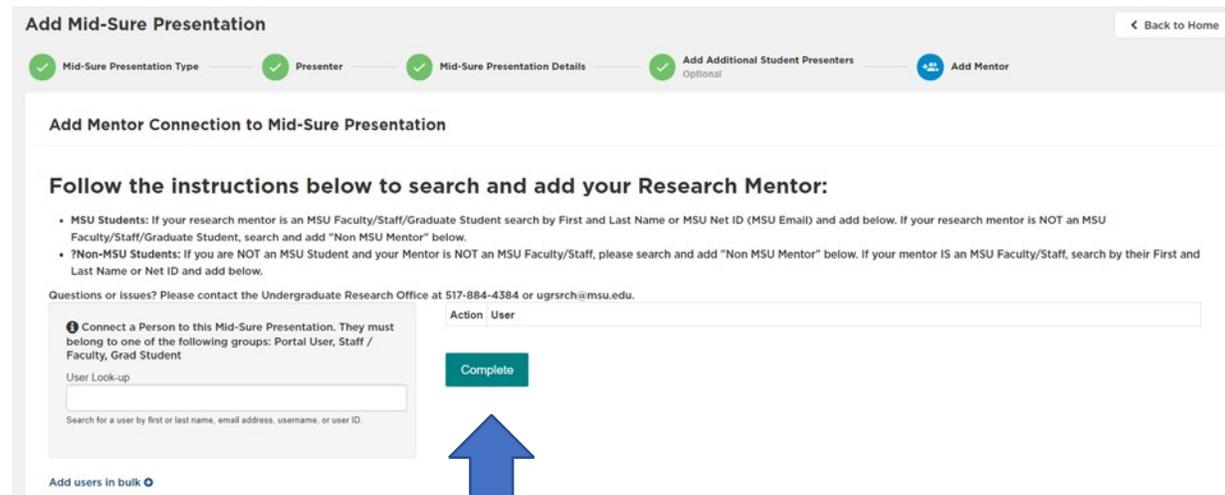
Action User

Next

Add users in bulk

in bulk” by clicking that function on the bottom-left hand corner. When you are finished (or have no copresenters 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 MidSURE Presentation”. Here you will add your research mentor by using the “User Look-up” search function.



Add Mid-Sure Presentation

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

Back to Home

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

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!

Mid-Sure Presentation Type Presenter Mid-Sure Presentation Details Add Additional Student Presenters 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
<input type="button" value="Remove"/>	Heather Dover (DOVERHEA - Staff / Faculty)

Add users in bulk

When you are done, you will see your Presentation Overview with a Green pop-up box saying “Success, MidSURE 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 MidSURE!!

HOME

Success X

All connections added successfully

[Overview](#)

test

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