How to Navigate Spartan Experience Record to Register for MidSURE

<u>Step 1.</u> Log in to the <u>Spartan Experience Record</u> 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".

My Spartan Story			
About My Spartan Story 101 Students Faculty/Staff Contact	Login	٩	
Login Yo	u are here: Horne	/ Login	
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

K MICHIGAN STATE UN	NON-MSU STUDENT REGISTRATION NON-MSU STUDENT LOGIN PAGE COMMUNITY PARTNER REGISTRATION COMMUNITY PARTNER LOGIN FORGOT PASSWORD
	Non-MSU Student Login Page
	Non-MSU Student Login
	Password
	Submit

<u>Step 2.</u> 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.



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



<u>Step 4.</u> 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).

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Information Required to Reg • Coordinating Presenter (• Additional Presenter • Non-MSU Studer • We strongly encoura • Descent Meeter (ster designated student who will be responsible for presentation). By clicking "Add Mid-SURE Presentation" your name will be automatically connected to your presentation. s (if applicable): MSU students can search and add other MSU students to their presentation. ts: there will be a space to list additional presenters (First Name, Last Name, Email, and MSU Net ID (if MSU Student). ge groups to limit their size to 4 people. be add add MEU fourth/citf members (Aname and Email) to excention
Presentation Information T	tile of presentation, category, and abstract.
Helpful Information:	
Program title Titles provide	e a succinct introduction to your research. Select a title that helps the audience obtain a general idea of your presentation topic. Avoid technical words or jargon.
Abstracts Abstracts are lim abstract body (you should in assistance.	ited to 250 words in length, In a single paragraph with no headings or citations. Longer submissions will be cut off. Do not list your project title or co-authors in the clude these on your poster). Mid-SURE visitors and evaluators use the abstract to anticipate what the presenters intend to discuss. See your research mentor for
Intellectual Property We en	ncourage all students to review their abstracts with their research mentors to make sure that copyright or intellectual property issues are not a factor.
Category Review the categ to a related category.	ories and their respective descriptions. Consult your research mentor if you're unsure of which category to select. Categories that have less then 5 entries will be moved
MSU Students You will also record of non-credit bearing	be asked to submit information related to your Undergraduate Research Experiences (URE) for your Spartan Experiences Record (SER). The SER is an official university student experiences related to leadership positions, community engagement, internships, research, intercultural experiences, and other activities.
Presentation Confirmation	
Once you have submitted you may take 1-2 weeks). If you us	ur 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 se 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 be distinct from each other (i.e. different titles and

<u>Step 5.</u> 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 Actions titles and abstracts).
Pending Mid-Sure Presentations that I created
test View

<u>6a.</u> 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").

d Mid-Sure Present	ation	0	Add Additional Student Presenters	Back to Ho
Mid-Sure Presentation Type —	Presenter	Mid-Sure Presentation Details	Optional	Add Mentor
dividual Presentations - If you are the	e only undergraduate student a	uthor, you are automatically the coordinating pre	senter and should complete the registration process.	
roup Presentations - If there are mul oportunity to add the names of co-pres	tiple undergraduate students pro senters during the following regis	esenting at the symposium, one should be design stration steps.	nated as the coordinating author and be the only person to	o register. The coordinating presenter will have
registering to participate in Mid.SLIP	E Lauthoriza Michigan State Lis	niversity and any of its units to videotane and pho	tograph my image and/or voice, and that of my co-preser	nter(s) if applicable, for use in research,
fucational and public service program	s, websites and publications. I u	inderstand and agree that these audio, video, film	and/or print images may be edited, duplicated, distribute	ed, reproduced, reformatted, and/or translated
for a second sec	s, websites and publications. I u payment of fees, in perpetuity.	inderstand and agree that these audio, video, filn	and/or print images may be edited, duplicated, distribute	ed, reproduced, reformatted, and/or translated i
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registering to public service program her languages in any manner without esenter Lookup: est Student 2 (test1234) Next	payment of fees, in perpetuity.	nderstand and agree that these audio, video, filn	and/or print images may be edited, duplicated, distribute	ed, reproduced, reformatted, and/or translated

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.

st			< Overvie
lid-Sure Presentation Details			
PRESENTATION OVERVIEW		Presenter Profile	
* Title	test	First Name	Test
	Text only. Do not include symbols or Greek letters.	Last Name	Student 2
		Email	test123@test.com
ipecial Characters (i.e. Subscripts, iuperscripts, Symbols, Greek .etters, Italics)?			
Presentation Type	Poster		
Category	Agriculture and Animal Science		
	Not sure which category to choose? See the full list of category descriptions on our website.		

<u>Step 7</u>. 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.*)

Mid-Sure Presentation Type O Presenter	O Hid-Sure Presentation Datalis C Add Additional Student Presenters C Add Mentor
RESENTATION OVERVIEW	
Title	
	Text only. Do not include symbols or Greek letters.
Abstract	
Does your Abstract Contain Special Characters (Le.	0 Yes
ubscripts, Superscripts, Symbols, Greek Letters, Italics)?	🛞 No
Presentation Type	-select-
Category	-select- v
	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	-select-
Summer Program Affiliation	-select-
Was this research project conducted for course credit?	⊖ Yes ❀ No
as this research or creative activity conducted during an	O Yes
ISU sponsored Education Abroad program or xperience?	8 No
vas this a community-based participatory research roject? 👔	○ Yes ● No
Is Your Research Mentor an MSU Faculty or Statt?	Yes ~
pecial Denuesta	

MSU Students	MY SPARTAN STORY INFORMATION	
Only	Title of Research of Creative Experience	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.
	Position Type	-solect- v
	Brief Description of Experience	This contant will be displayed on your Spartan Experience Record. The quantics is limited to 200 characters (inclusing spaces) Describe what you did. Use past tense.
Start Date	Start Date	*
	End Date	a
	Expected Time Commitment	0 v hours per solact- v
	Compensation	SELECT ALL Filter Volunteer Paid Academic Credit
		Select at least 1 learning outcome. 5 outcomes is the limit.
	Select Anticipated Learning Outcomes	You can only select 5 options. SELECT ALL Filter Filter
		Advocate for myset and others Advocate for myset and others Advocate for avalate data Advocate or consequences Apply homologie and skills to professional settings Apply homologie and skills to develop purpose Advoc homologie and skills to develop purpose Advoc homologie and skills to develop purpose Advoc homologie and skills to develop purpose Choose outcomes applicable to your project.
	Back Noxt	

<u>Step 8</u>. 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 Con	nection to Mid-Sure Presentation
Follow the instructions below	v to add any co-presenters (if applicable):
. No Co-Presenters: Click Ne	xt
Co-Presenters that are MSU Students: Search for your M	1SU 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 the previous step. If you already did this, click next.	>-presenters to create an "Other User" log-in profile. In additon, add the names and email addresses of your non-MSU co-presenters in
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
Search for a user by first or last name, email address, username, or user ID.	
Add users in bulk Q	

in bulk" by clicking that function on the bottom-left hand corner. When you are finished (or have no

copresenters to add), click "Next".

<u>Step 9.</u> 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 Lookup" search function.

Add Mid-Sure Presentation				< Back to Hor
Mid-Sure Presentation Type V Presenter V	Mid-Sure Presentation Details	Optional Student Presenters	Add Mentor	
Add Mentor Connection to Mid-Sure Presentat	ion			
Follow the instructions below to se	earch and add you	r Research Mentor:		
 MSU Students: If your research mentor is an MSU Faculty/Staff/Graduate Student, search and add "Non MSU Mentor ?Non-MSU Students: If you are NOT an MSU Student and your Men Last Name or Net ID and add below. 	aduate Student search by First and Las r ^o below. ntor is NOT an MSU Faculty/Staff, pleas	it Name or MSU Net ID (MSU Email) and add belo ie search and add "Non MSU Mentor" below. If yo	w. If your research mentor is NOT an MSU ur mentor IS an MSU Faculty/Staff, search I	by their First and
Questions or issues? Please contact the Undergraduate Research Office	e at 517-884-4384 or ugrsrch@msu.ed	u.		
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	Complete			
Search for a user by first or last name, email address, username, or user ID.				
Add users in bulk O				

Once you selected a mentor, their name should appear under "User". When you are finished, click "Complete"



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!!

номе	Success		
est	All connections added successfully		< Overview
Mid-Sure Presentation Details			
PRESENTATION OVERVIEW		Presenter Profile	
* Title	test	First Name	Test
	Text only. Do not include symbols or Greek letters.	Last Name	Student 2
		Email	test123@test.com
Does your Abstract Contain Special Characters (i.e. subscripts, superscripts, symbols Greek latters: Italica(2)	No		
* Presentation Type	Oral		