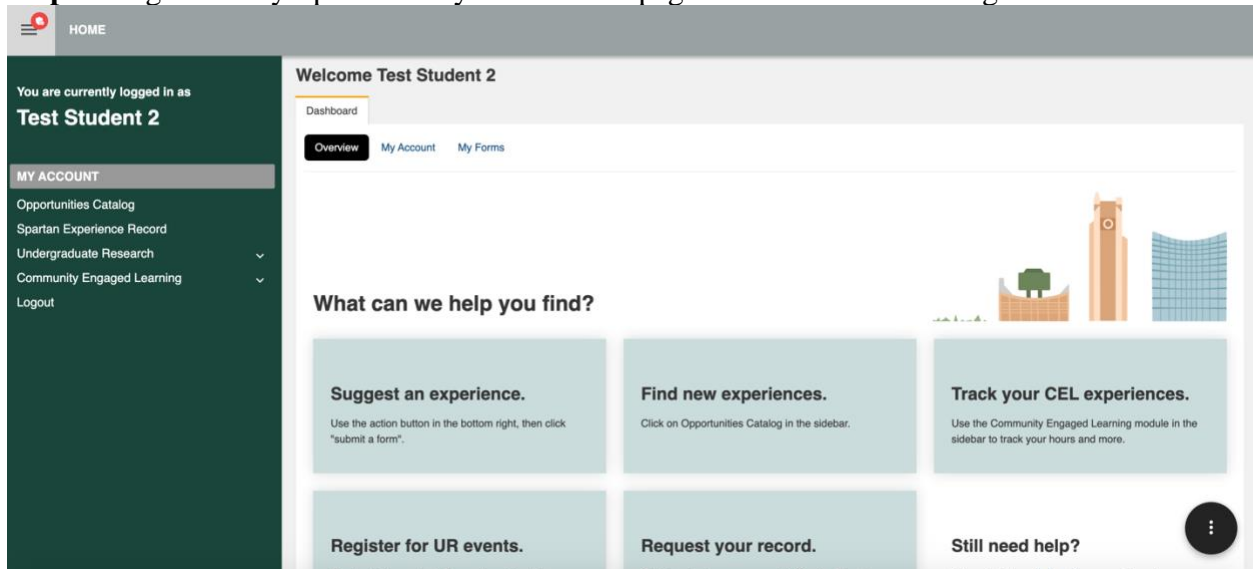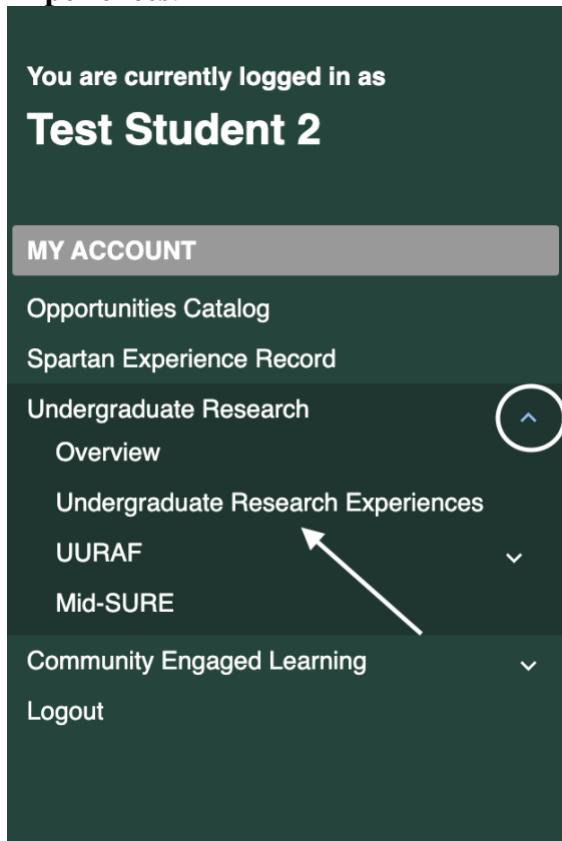# URE Module Submissions – A Guide for Students

Step 1: Log on to My Spartan Story. Your home page should look something like this.

Step 2: Go to the menu on the left of your screen, search for Undergraduate Research, and click the arrow to view the drop-down menu (circled in the image). Click **Undergraduate Research Experiences**.

Step 3: Once you've clicked "Undergraduate Research Experiences" you will be taken to a page which describes the module.

Step 4: Click the small black circle with three dots in the bottom right of the screen. Two options will appear. Select "**Add Undergraduate Research Experience**."

Step 5: Begin by searching for your name by entering your MSU Net ID. When you see it, select your name and click **Next**.

Step 6: Next, complete information about your undergraduate research experience. Near the end, you will select up to 5 learning outcomes and then select **Next**.

Step 7: The last step is to add the faculty advisor (i.e., faculty member in charge of your research experience) and any other supervisors. You must have at least one MSU faculty member connected to the project. Look up people by entering their first or last name or MSU Net ID. Select their name and click **Complete**.

You are done. Your submission will appear as "Pending" until your research mentor has verified your work. Once submissions are verified, your research experience will appear on your Spartan Experience Record.