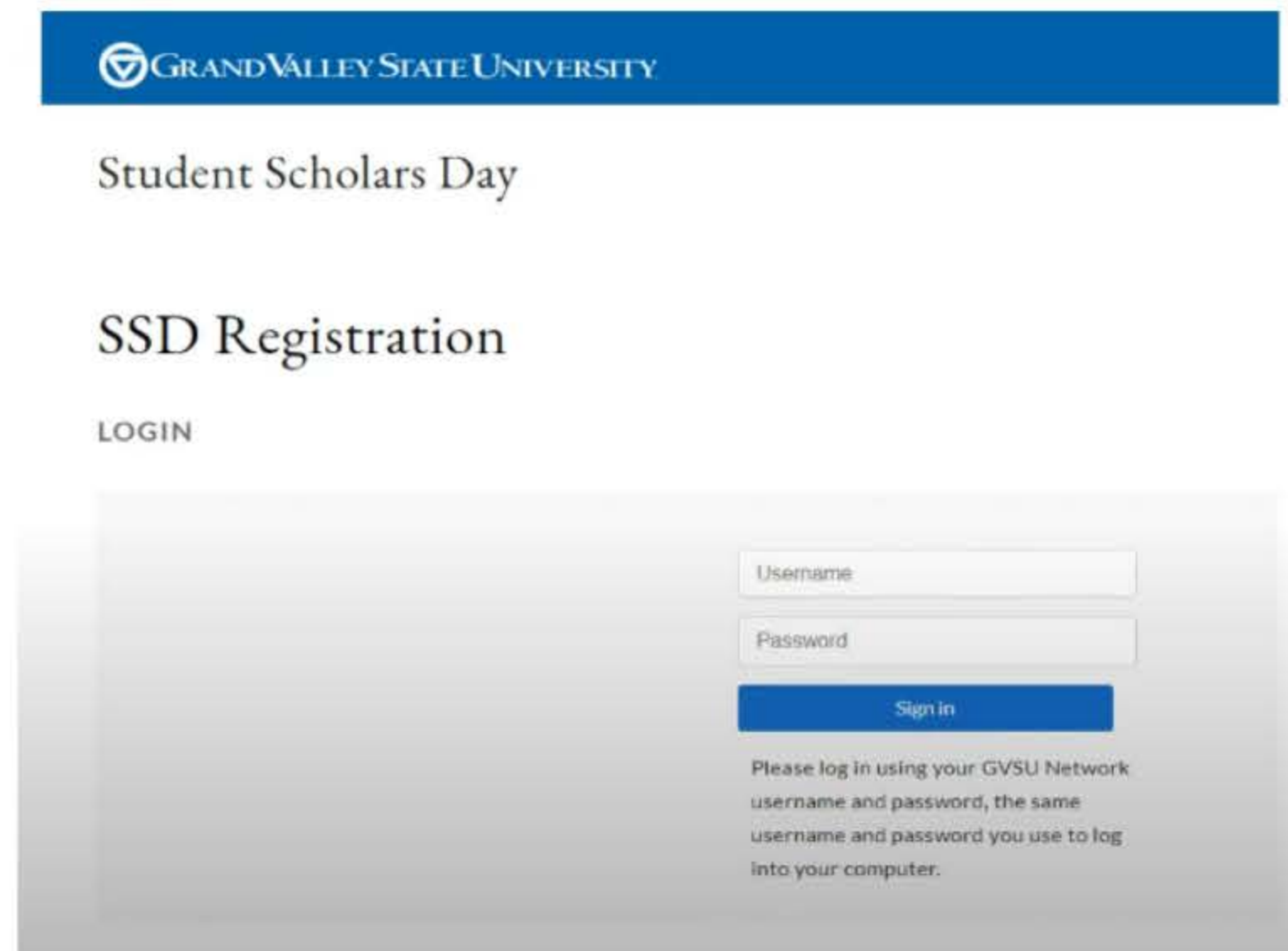


SSD REGISTRATION GUIDE

SESSION (FACULTY INITIATED)

Step 1: Login

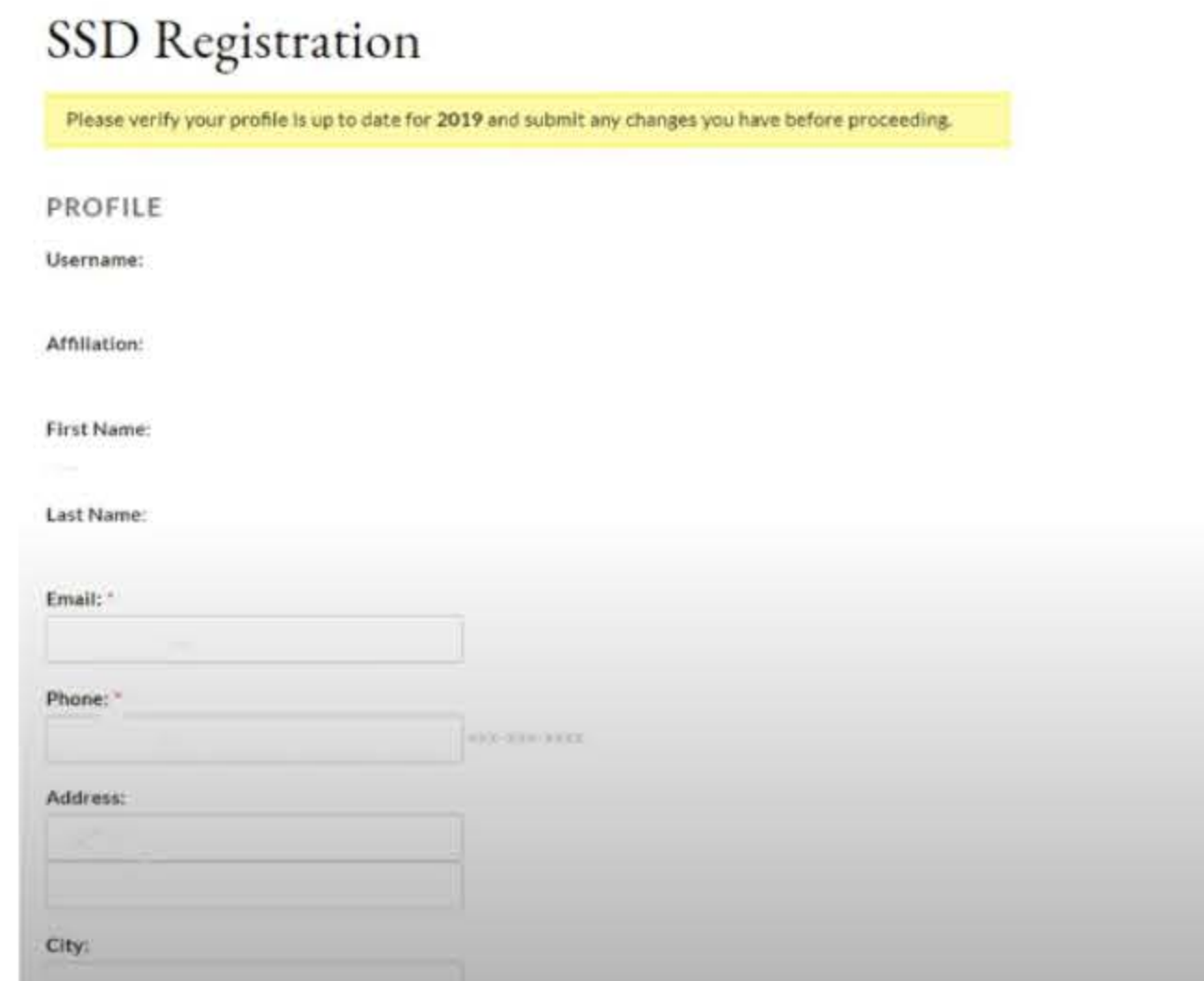
Log into the SSD registration site using your GVSU network username and password.



The screenshot shows the top of the SSD Registration site. At the top is the Grand Valley State University logo and name. Below that is the text "Student Scholars Day" and "SSD Registration". Underneath is a "LOGIN" section with a form containing "Username" and "Password" input fields, a "Sign in" button, and a note: "Please log in using your GVSU Network username and password, the same username and password you use to log into your computer."

Step 2: Create your Profile

Create or update your profile.



The screenshot shows the "SSD Registration" profile page. A yellow banner at the top says: "Please verify your profile is up to date for 2019 and submit any changes you have before proceeding." Below this is the "PROFILE" section with the following fields: "Username:", "Affiliation:", "First Name:", "Last Name:", "Email:", "Phone:", "Address:", and "City:". Each field has a corresponding input box.

Step 3: Start your Presentation

Click the green "Start a new presentation" button.

PRESENTATIONS

[+ Start a new presentation](#)

Step 4: Title and Presentation Type

Type in your session title in the box under “Presentation Title.” This will be the title printed in the SSD abstract book.

Choose your presentation type as “Session” (it is the only type available for faculty to initiate)

PRESENTATION TITLE

Session Faculty Initiated

PRESENTATION TYPE

Selecting the appropriate type of presentation is extremely important. The type of presentation dictates the location your presentation will be scheduled for. Once you complete this step of the registration process you will not be allowed to make changes to the presentation type. If you have any questions regarding the presentation type choices, please contact us at ours@gvsu.edu prior to making a selection below.

Session
A session is a set of oral presentations around a general theme, but not intentionally linked. Students are delivering presentations that are not dependent on one another. For example, this could be a group of students presenting on their research in the Department of Psychology, or a group of students presenting on a general theme such as sustainability.

Step 5: Select your Session Time

The length of the presentation will be 1 hour (60 minutes) as indicated.

Make sure the time slot works for your student presenters

All presenters will present within that 1 hour period.

Review details of the presentation and click “Submit”

LENGTH OF PRESENTATION

1 hour (60 minutes)

PRESENTATION TIME

YOUR CURRENT PRESENTATION TIME

Kirkhof Center, 2215/2216
4/10/19 11:00 AM - 12:00 PM

- I would like to keep the time and location above
- I would like to select another time to present from what is available
- I have a special code given to me to access special times and locations

Step 6A: Add your Presenters

Click the green “Add Presenters” button to add your student presenters.

You would also add more mentors here if needed.

TIME AND LOCATION

Kirkhof Center, 2263
4/8/2020 10:30 AM - 11:30 AM

MENTORS

Shelley Sickrey
sickresh@gvsu.edu

PRESENTERS

There are not any presenters added for this presentation. Please add at least one for your presentation to be approved.

Step 6B: Add your Presenters

Add your student presenters' contact information. You must include their first name, last name, and email.

SSD Registration

ADD PRESENTER

First Name: *

Last Name: *

Email: *

@mail.gvsu.edu

Add

Cancel

Step 7A: Abstract Submission

Your session has been created

To edit your session title or abstract, click on the "Edit" button.

You can come back to this later as well.

SSD Registration

Presentations

Profile

Published Schedule

Logout

PRESENTATION DETAILS

This presentation information can be edited until the end of registration on March 1, 2019 at 11:45 PM. Any changes made to the presentation details will automatically be sent to the Presenters and Faculty Mentors. Each Presenter and Mentor must log on individually and change his/her approval status for this presentation to "Approve" for the presentation to be accepted for Student Scholars Day. The option to approve and deny will be available until March 1, 2019 at 11:45 PM. At that time, presentations with any unapproved Presenters or Mentors will be removed from the SSD schedule.

No Abstract Mentor Pending

Edit

Change Time/Location



Step 7B: Abstract Submission

Answer the Human or Animal Subjects question (if appropriate).

Let us know if you have previously presented this work (if appropriate)

Please provide the additional information requested if you have answered either question in the affirmative.

HUMAN OR ANIMAL SUBJECTS

Does your research involve information from or about living human beings or vertebrate animals? (Answer no for literature reviews or theoretical exercises)

- Yes
 No

Which best describes you?

- This is my own project
 I am assisting with an existing faculty member's project
 I am working with a team of student researchers

Have you determined whether or not your project requires HRRC or IACUC review and approval?

- Unsure - please contact The Research Protections Program (rpp@gvsu.edu)
 Yes - with my advisor or Research Protections Program
 No - please note: this is required prior to beginning your project

What is your HRRC or IACUC review status?

PREVIOUSLY PRESENTED

This work has been presented at another conference/meeting

Please include a reference or details on the other event:

Step 7C: Abstract Submission

Session presenters are delivering presentations that are not dependent on one another.

Select “There will be an individual abstract for each person presenting” for multiple abstracts.

ABSTRACT

There will be one abstract for the entire presentation

There will be an individual abstract for each person presenting ←

Shelley Sickrey:

B I U X K T Ω

Submit Cancel

Step 7C: Abstract Submission

Each presenter will be able to add their own abstract upon login and acceptance.

Type or paste your abstract into the abstract box and hit submit. Abstracts are limited to 1000 characters including spaces.

You have until 11:45 on deadline day to submit any edits.

ABSTRACT

There will be one abstract for the entire presentation

There will be an individual abstract for each person presenting ←

Shelley Sickrey:

B I U X K T Ω

Submit Cancel

Step 8: Presentation Acceptance

Every presenter should click on the link provided via email.

The must click the green “Accept” button to accept the presentation.

Presenters can now edit their own presentation abstract. As such, give them clear instruction if you do NOT want them editing anything

PRESENTATION DETAILS

Your approval is needed

Please accept your participation as co-presenter on presenter on this presentation, please deny.

This presentation information can be edited until th sent to the Presenters and Faculty Mentors. Each P presentation to be accepted for Student Scholars D any unapproved Presenters or Mentors will be remc

No Abstract Mentor Pending Student Pending