SSD REGISTRATION GUIDE

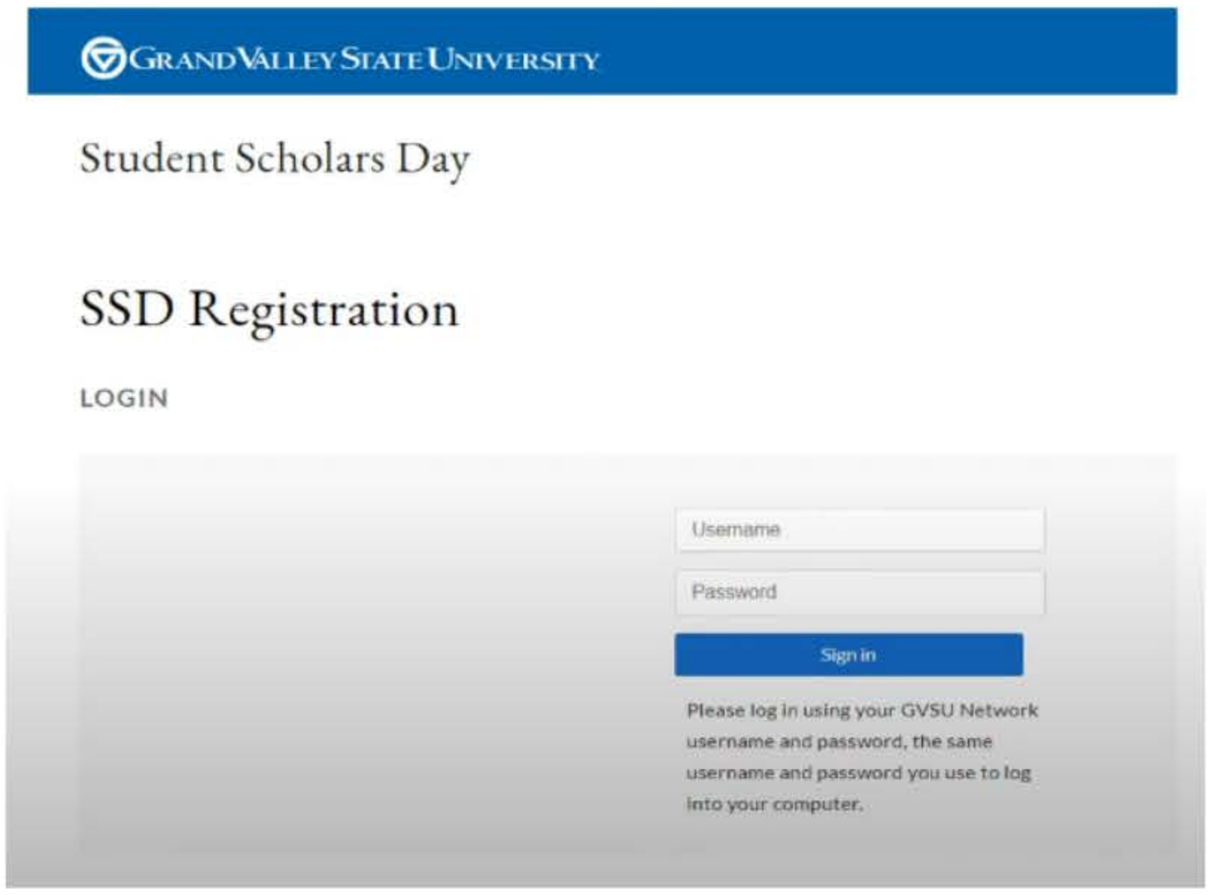
MENTOR GUIDE

Step 1A: Be Designated as A Faculty Mentor

One student will initiate the presentation registration.

The student will add you as a mentor.

The student will also add other students as co-presenters if applicable.

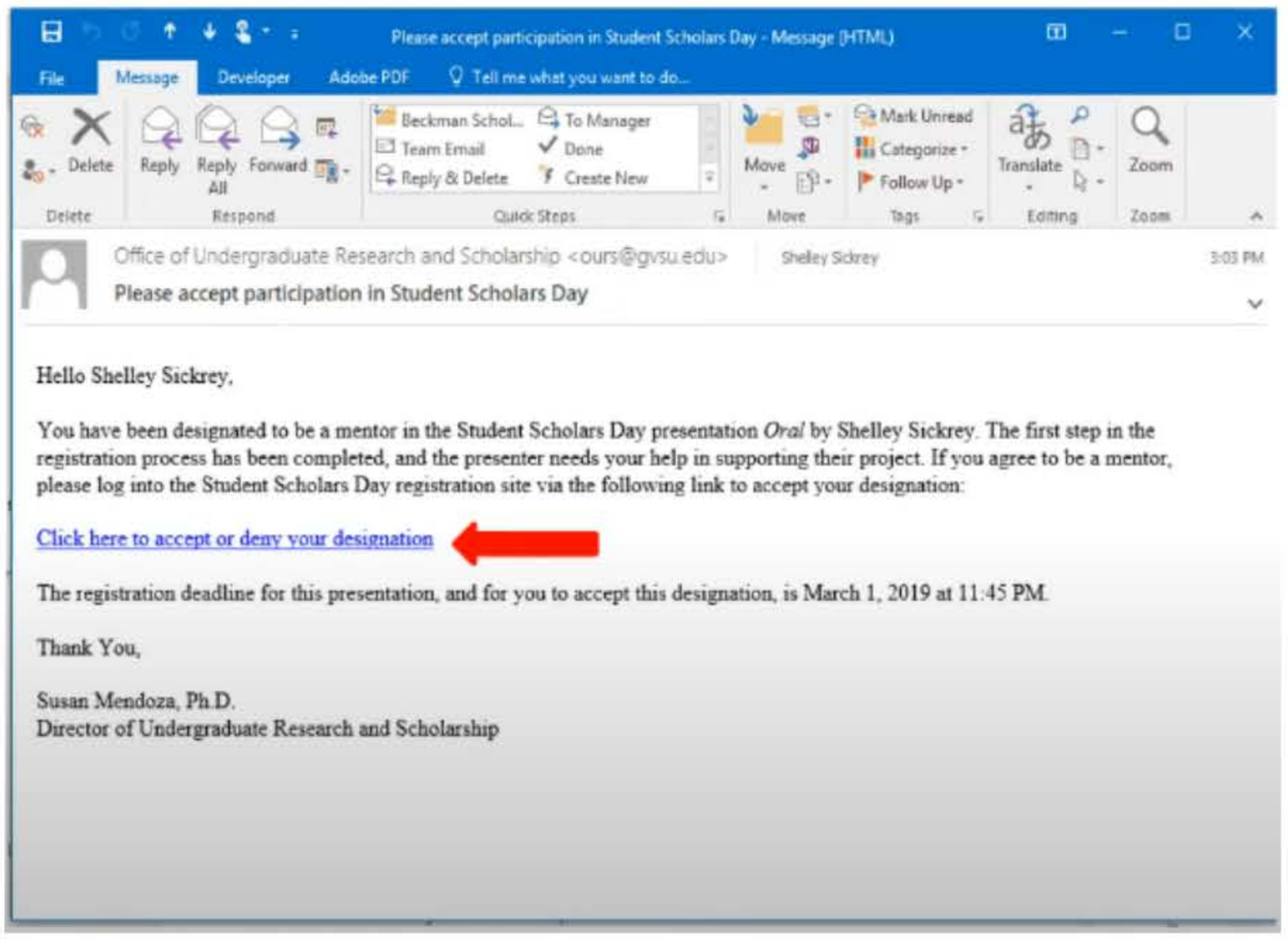


Step 1B: Be Designated as A Faculty Mentor

You will receive an email one you are designated as a mentor.

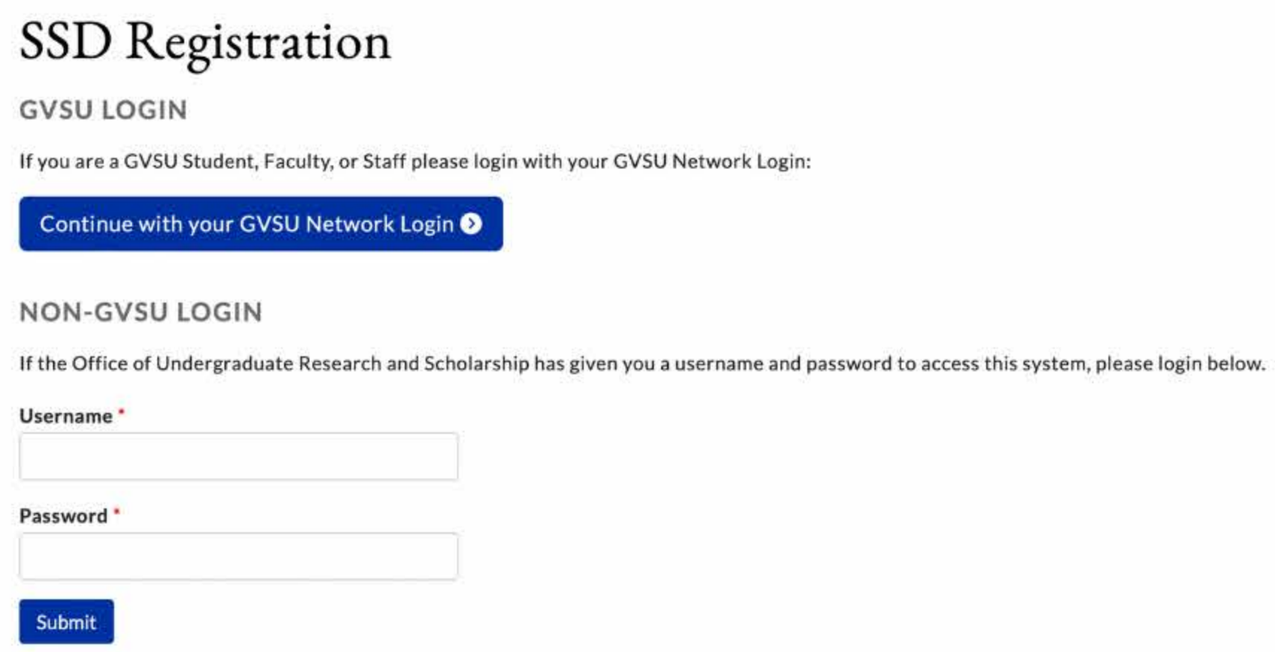
Click the link to get to the system.

You can always get there from the SSD website as well



Step 2: Log in

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



Step 3: Update your Profile

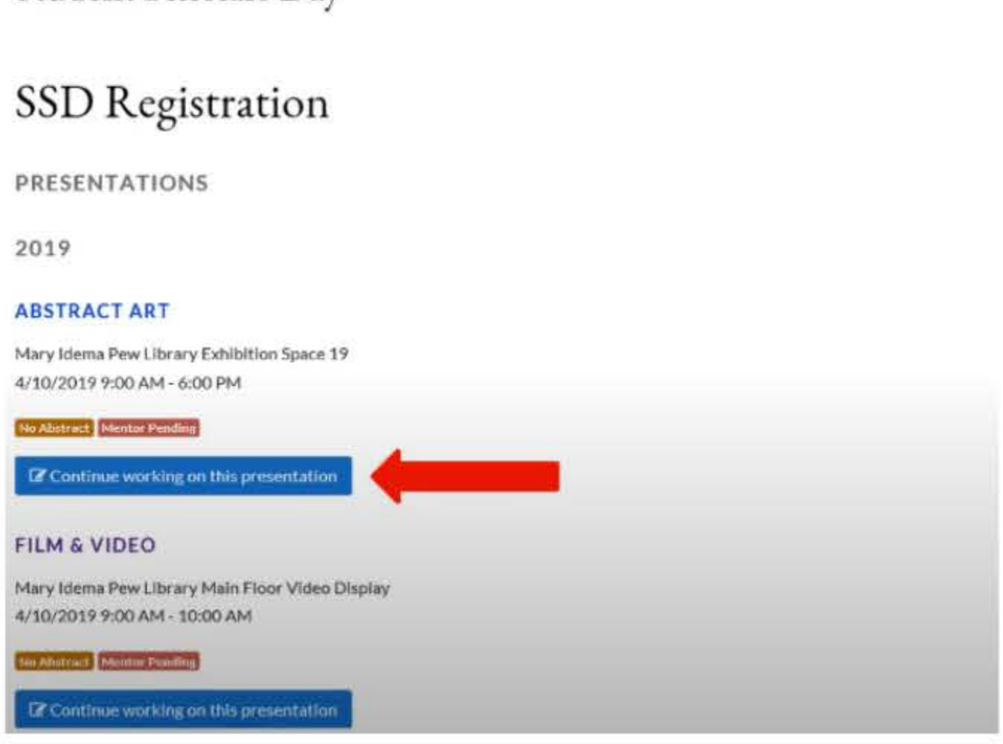
Click on the "Profile" tab.

Double check that everything looks OK.

Step 4: See the Presentation

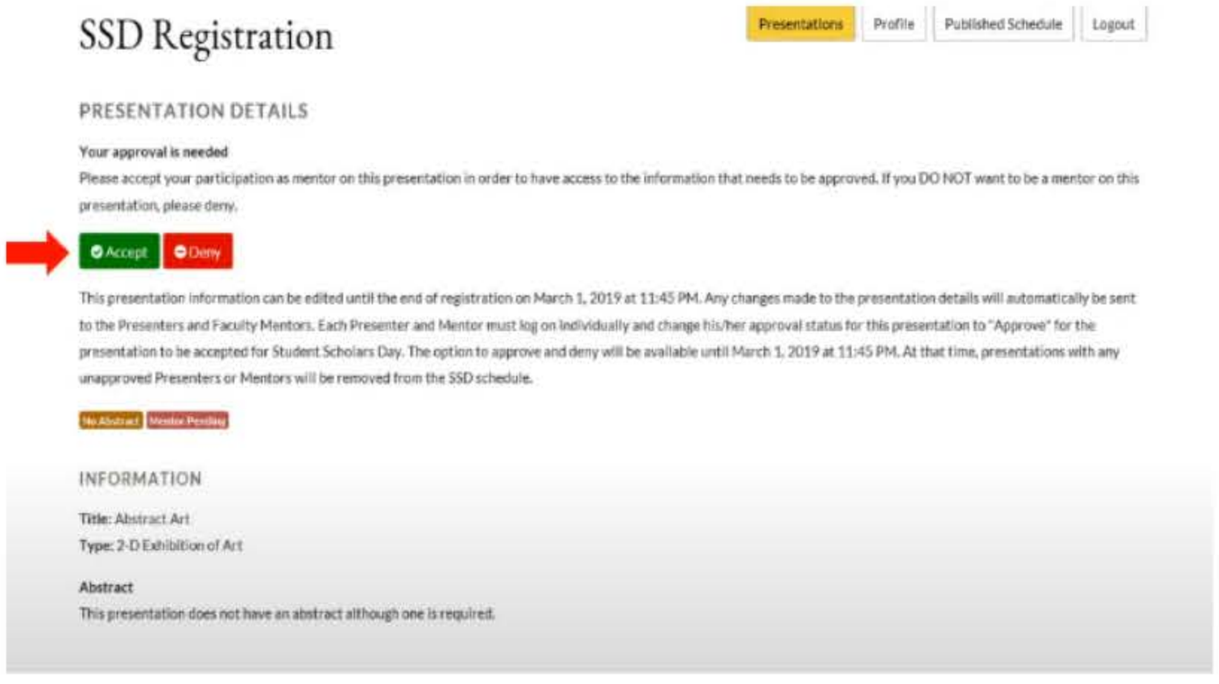
You will see all presentations on which you are a designated mentor.

Click on "Continue working on this presentation" for each presentation to accept your mentor designation



Step 5: Accept your Mentor Designation

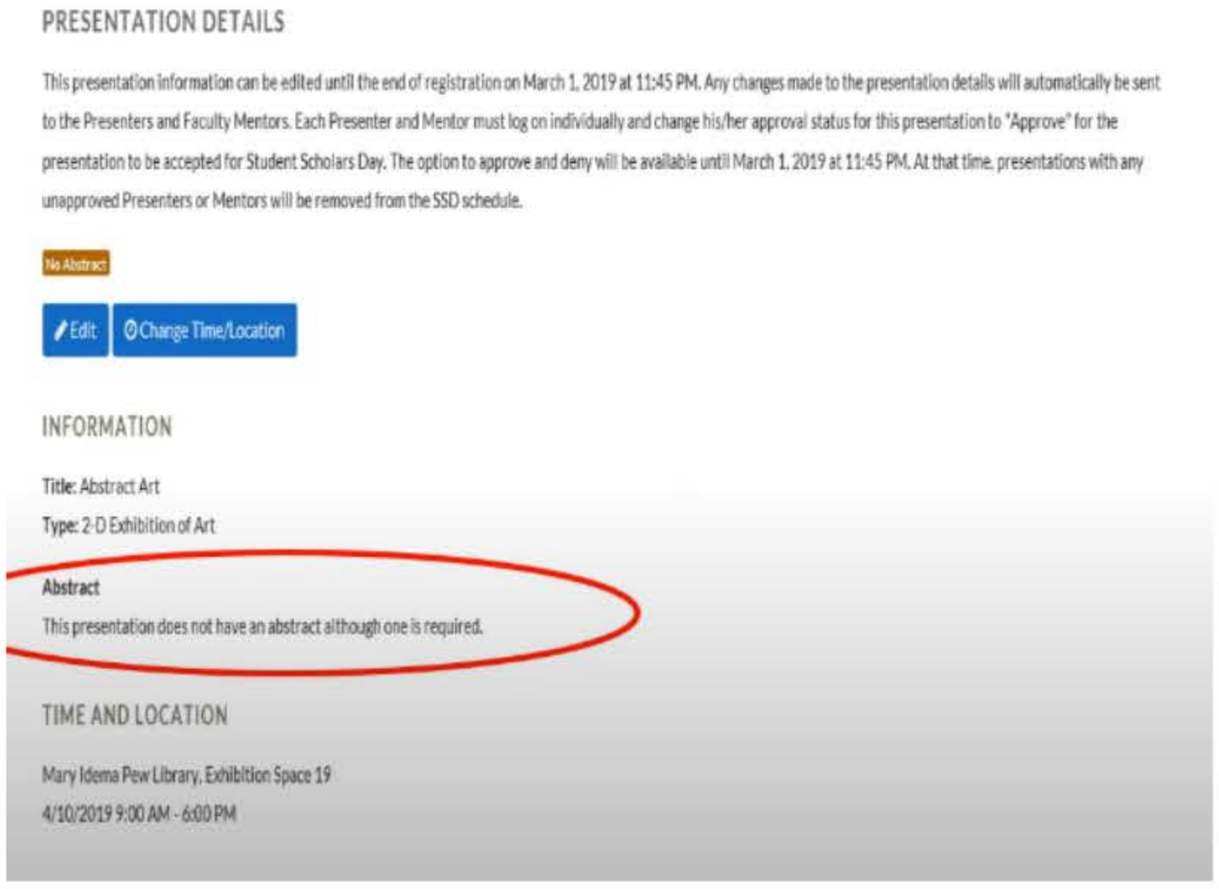
Click the "Accept" button to accept your mentor designation.



Step 6: Review the Submission(s)

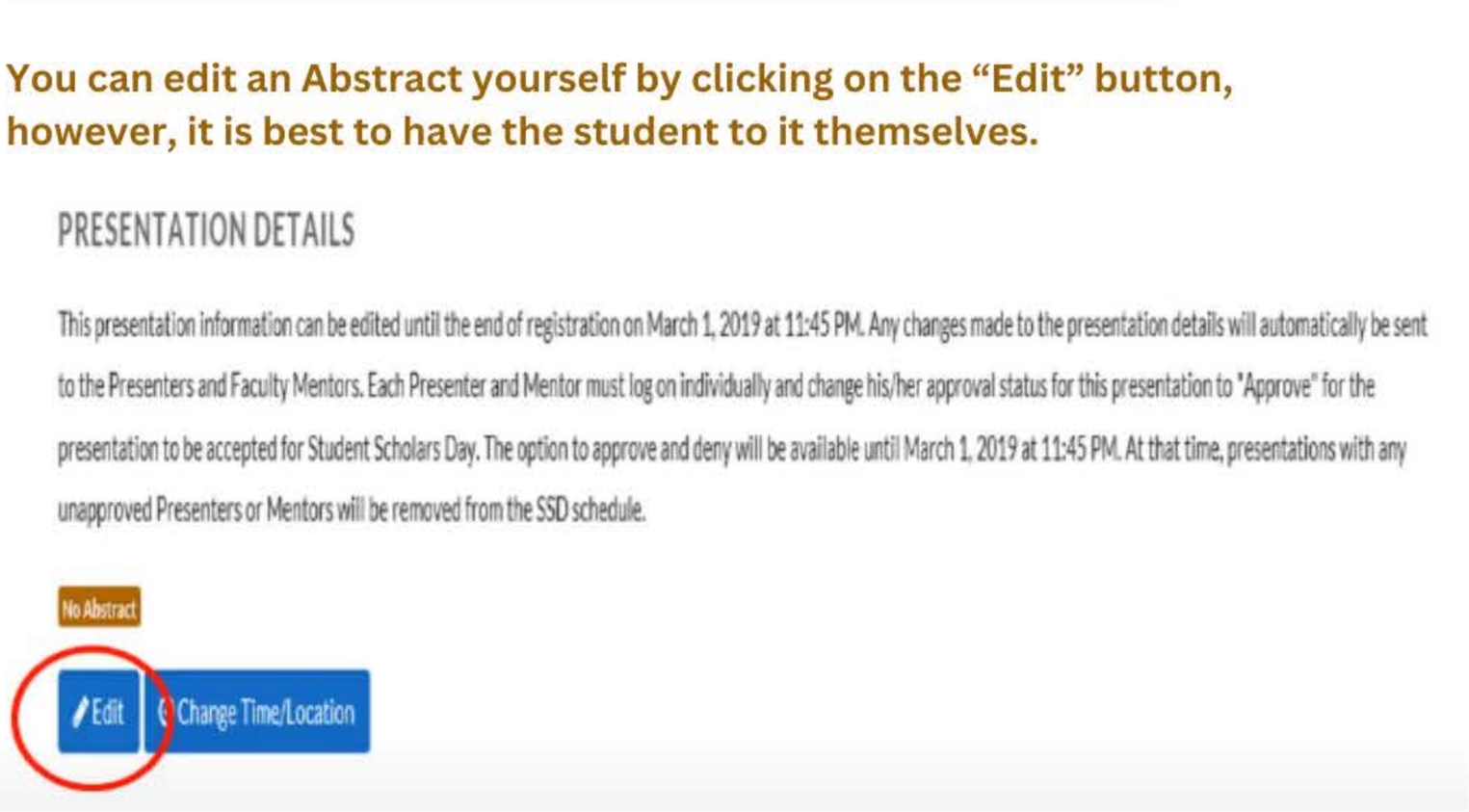
Once you have accepted, you will have the ability to review and edit.

Looks at your student's Abstract submission. If one has not yet been submitted, you will be able to come back to this to review.



Step 7: Review the Abstract(s)

You can edit an Abstract yourself by clicking on the "Edit" button, however, it is best to have the student to it themselves.



Step 8: Continue Reviewing through Registration

You are able to work with your student through the registration period. Abstracts can be edited up to 11:45pm on deadline day.