

SSD REGISTRATION GUIDE

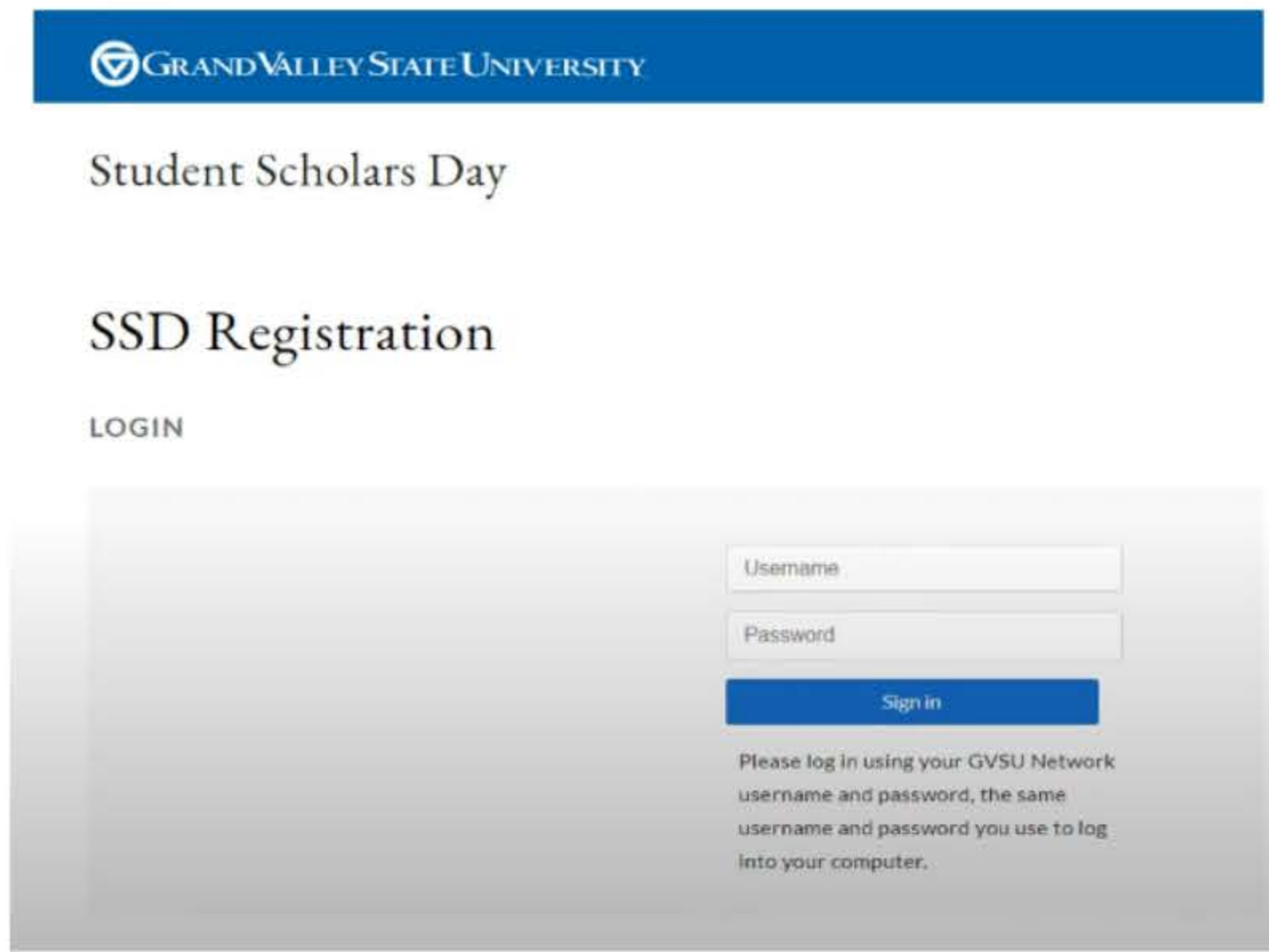
MENTOR GUIDE

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.



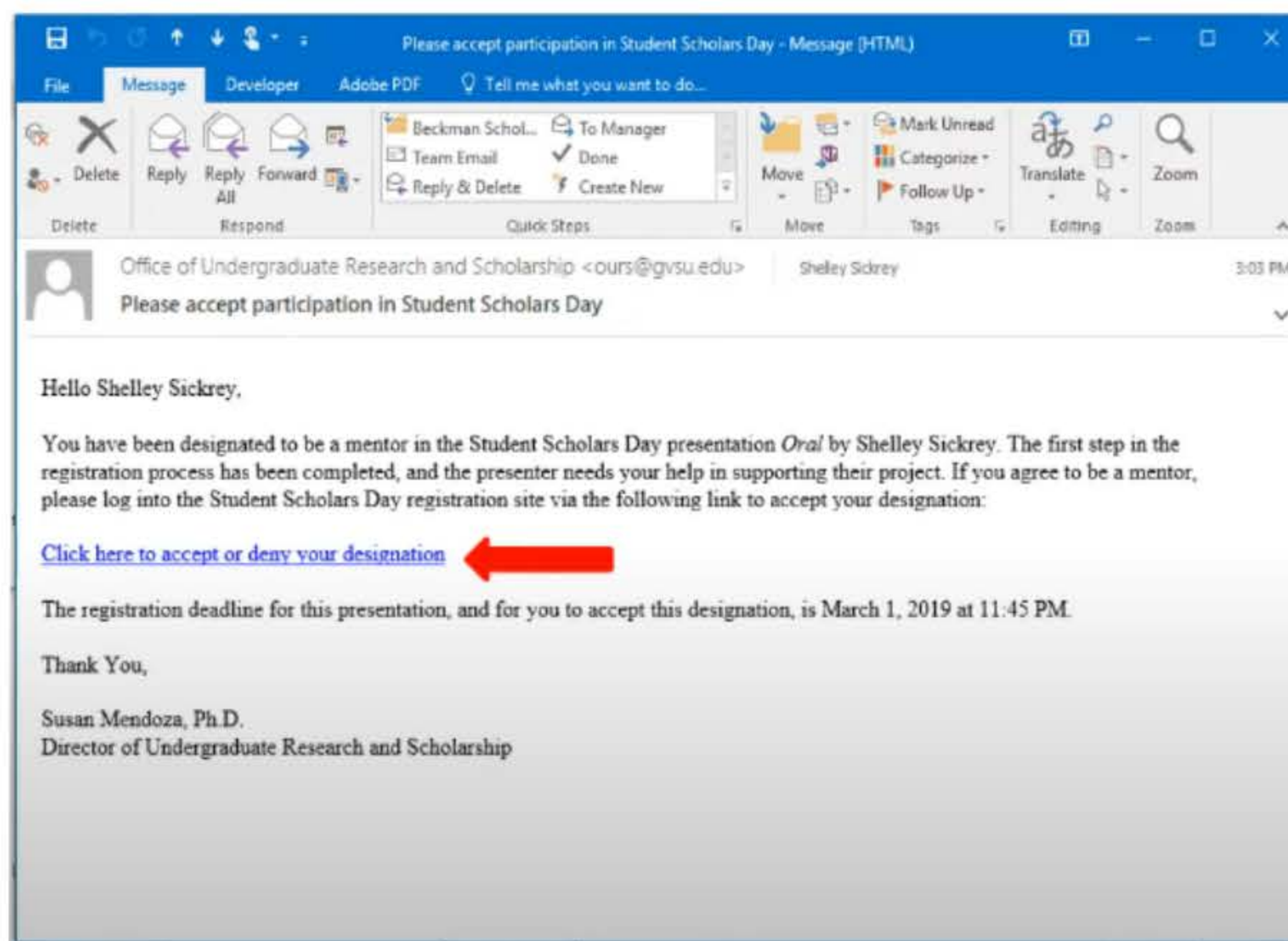
The screenshot shows the top of the Grand Valley State University website. Below the logo, it says "Student Scholars Day" and "SSD Registration". Underneath is a "LOGIN" section with a form containing "Username" and "Password" fields, a "Sign in" button, and a note: "Please log in using your GVSU Network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

Step 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.

SSD Registration

GVSU LOGIN

If you are a GVSU Student, Faculty, or Staff please login with your GVSU Network Login:

[Continue with your GVSU Network Login](#)

NON-GVSU LOGIN

If the Office of Undergraduate Research and Scholarship has given you a username and password to access this system, please login below.

Username *

Password *

[Submit](#)

Step 3: Update your Profile

Click on the "Profile" tab.

Double check that everything looks OK.

Student Scholars Day

SSD Registration

[Presentations](#) [Profile](#) [Published Schedule](#) [Logout](#)

PROFILE

Username:
sckresh

Affiliation:
Mentor

First Name:
Shelley

Last Name:
Sckrey



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

Student Scholars Day

SSD Registration

PRESENTATIONS

2019

ABSTRACT ART

Mary Idema Pew Library Exhibition Space 19
4/10/2019 9:00 AM - 6:00 PM

No Abstract | Mentor Pending

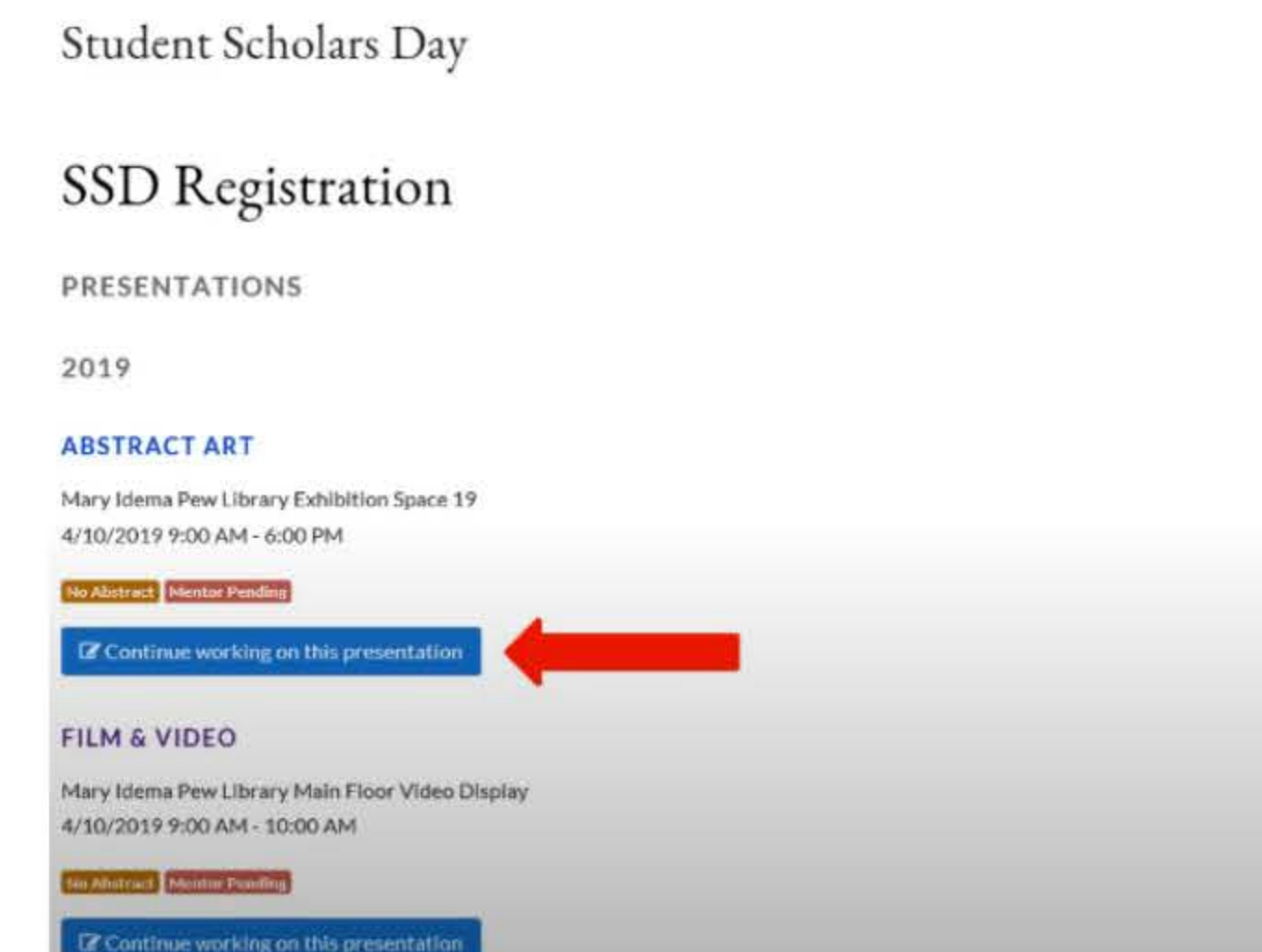
[Continue working on this presentation](#)

FILM & VIDEO

Mary Idema Pew Library Main Floor Video Display
4/10/2019 9:00 AM - 10:00 AM

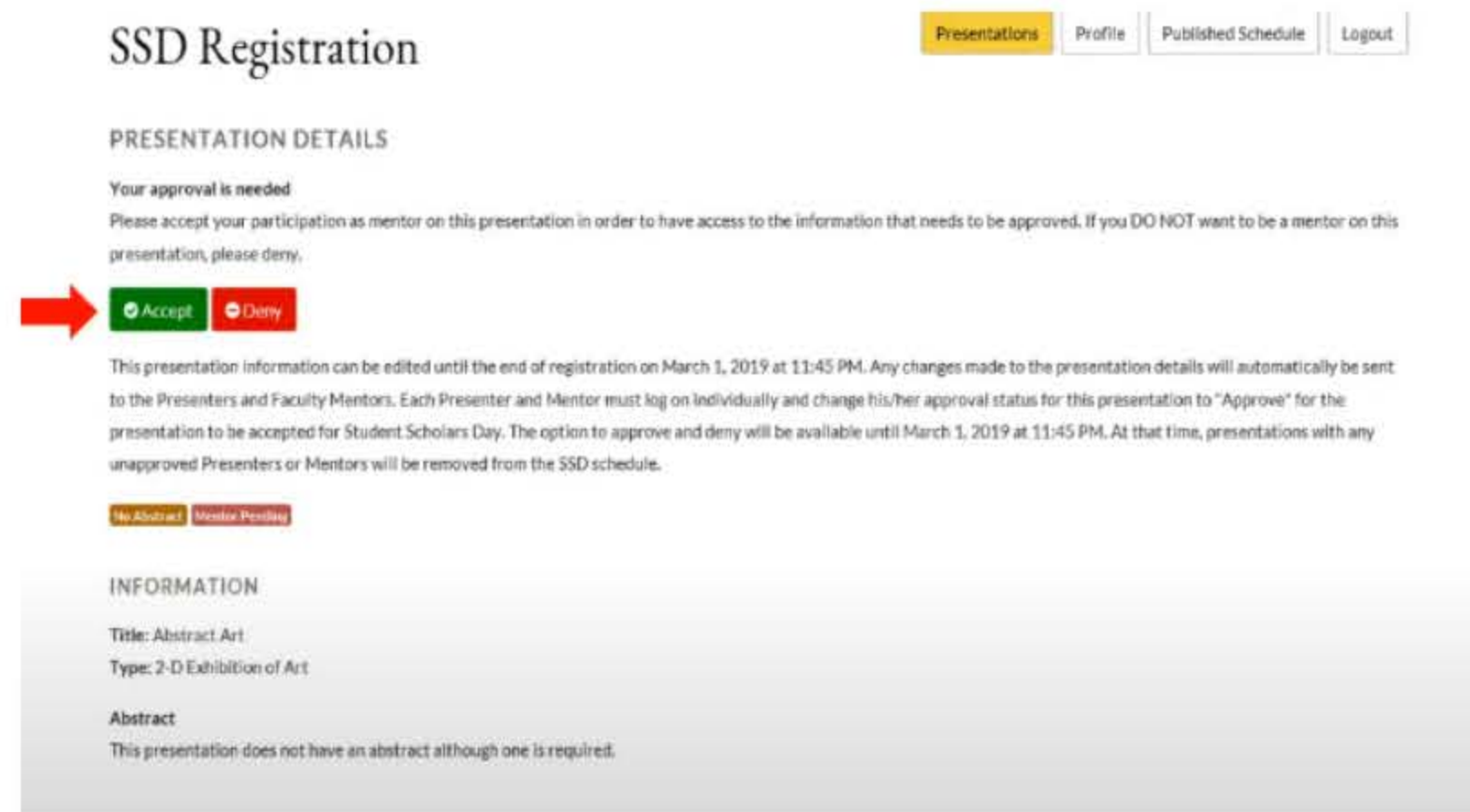
No Abstract | Mentor Pending

[Continue working on this presentation](#)



Step 5: Accept your Mentor Designation

Click the “Accept” button to accept your mentor designation.



SSD Registration

Presentations Profile Published Schedule Logout

PRESENTATION DETAILS

Your approval is needed
Please accept your participation as mentor on this presentation in order to have access to the information that needs to be approved. If you DO NOT want to be a mentor on this presentation, please deny.

Accept **Deny**

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**

INFORMATION

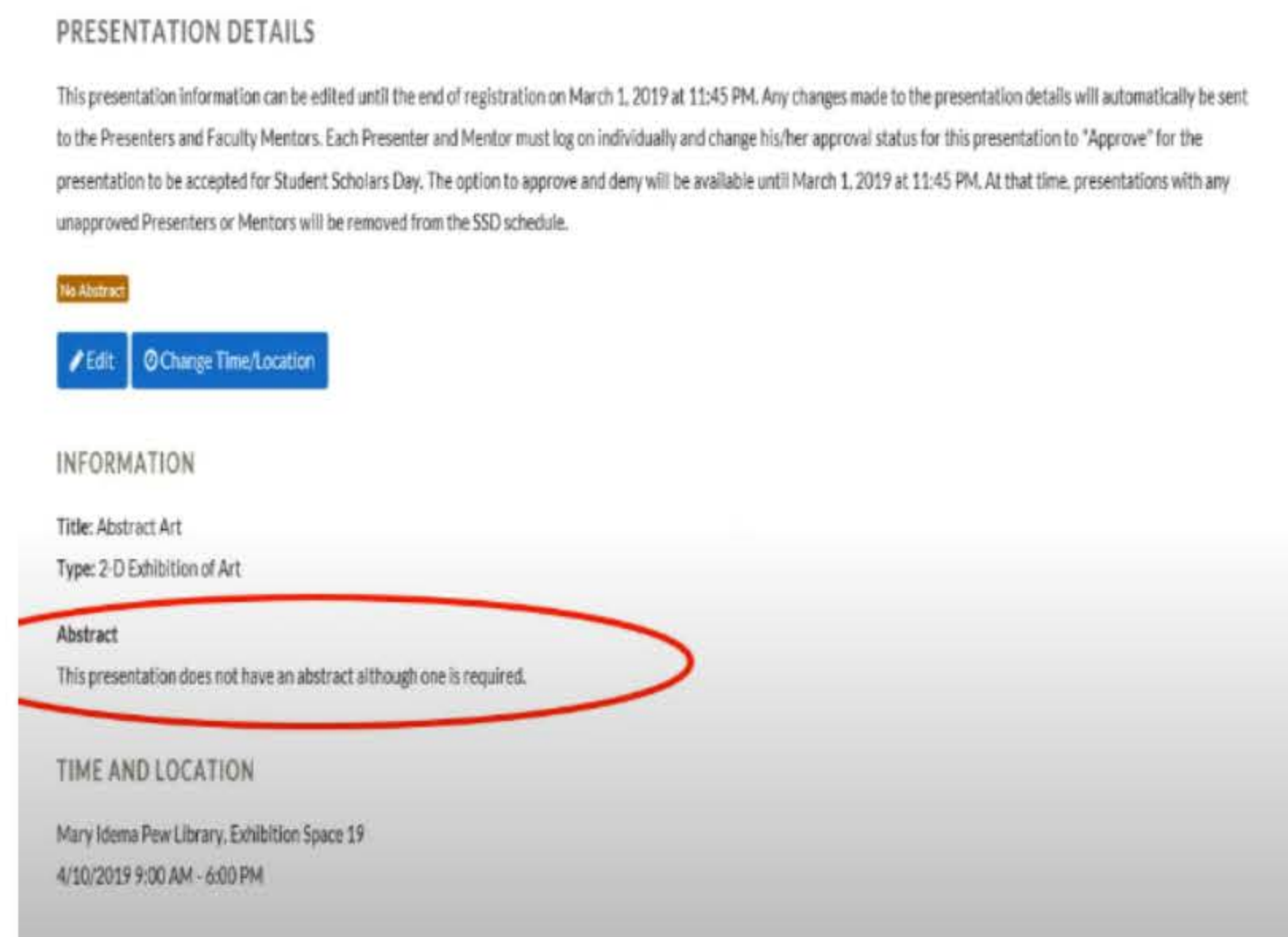
Title: Abstract Art
Type: 2-D Exhibition of Art

Abstract
This presentation does not have an abstract although one is required.

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.



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

Edit **Change Time/Location**

INFORMATION

Title: Abstract Art
Type: 2-D Exhibition of Art

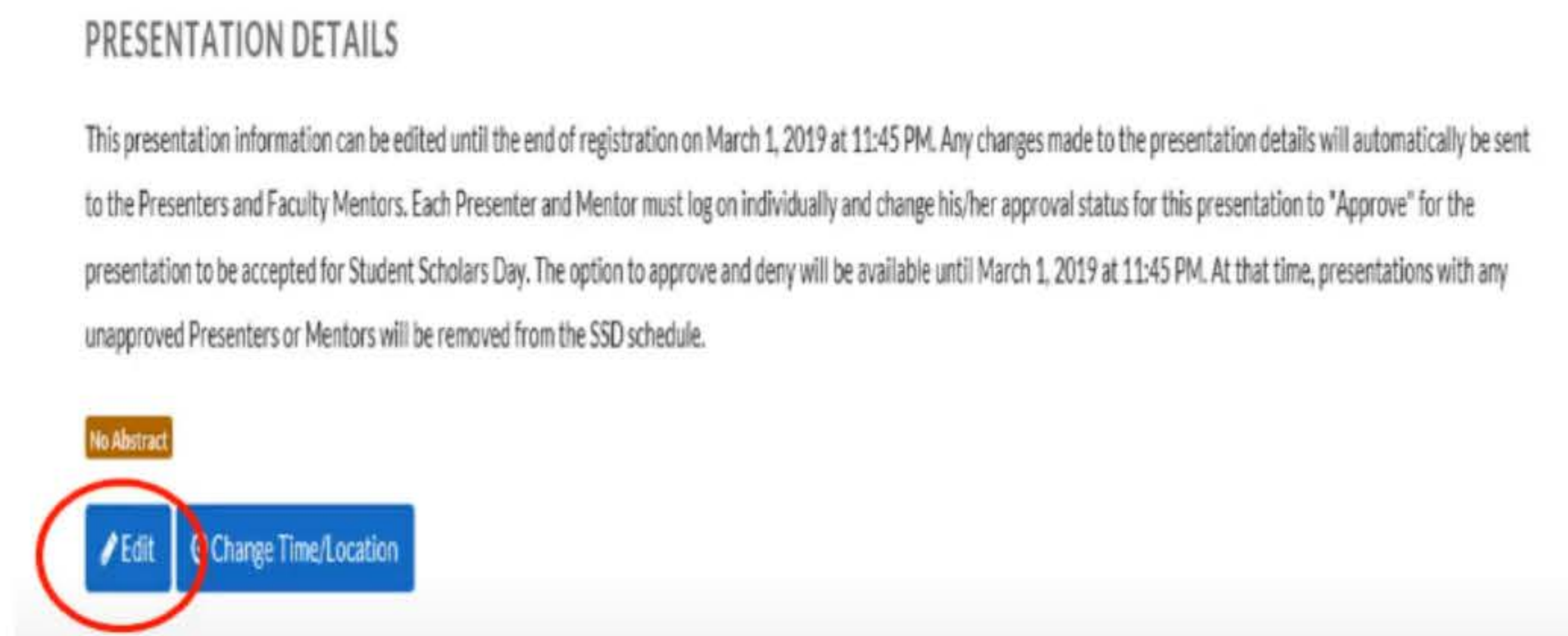
Abstract
This presentation does not have an abstract although one is required.

TIME AND LOCATION

Mary Idema Pew Library, Exhibition Space 19
4/10/2019 9:00 AM - 6:00 PM

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.



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

Edit **Change Time/Location**

**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.

Student Scholars Day

SSD Registration

PRESENTATIONS

2019

ABSTRACT ART

Mary Idema Pew Library Exhibition Space 19
4/10/2019 9:00 AM - 6:00 PM

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Continue working on this presentation

FILM & VIDEO

Mary Idema Pew Library Main Floor Video Display
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Continue working on this presentation