1. Use this link: https://irl.umsl.edu/cgi/ir_submit.cgi?context=urs

2. You will reach this page and will either **log in or create a new account**. This is **not** linked to your UMSL SSO. If you have not been to Institutional Repository Library (IRL) webpage before, you will need to create a new account. Do so by clicking the “Sign Up” button towards the bottom of the page. If you already have an account, Log In. (Please note: because it is not linked to your SSO, the password will not change automatically when your SSO password does.)

3. Follow the steps to create your account.
4. After clicking the “Create Account” button, the following message should appear.

5. Go to the inbox of the email you used to create the account. There will be an email from noreply@bepress.com. Open the email and click the green activation button. (Check your Junk or Spam folder if email is not in your inbox)
6. After confirming your account, you will be redirected to IRL site.

7. Scroll down until you see the “Submit Research” tab on the right hand side. It is under the Participate section.

8. Fill out the designated areas of the application. See below for special instructions on certain sections.
a. **Title** - Tentative Title of your Presentation. *(This can be changed later).*

b. **Authors** - First author of presentation should be the one to submit. List all authors on submission. Only submit each presentation once, even if there are multiple authors.

c. **Name(s) of Faculty Adviser/Mentor** - Include your primary faculty mentor for project information first

d. **Embargo Period** - Ask your faculty mentor if you are unsure.
e. **What description best describes your work?** - Research (you are presenting newly collected data or presenting existing data in a novel way), Scholarship (you are presenting a secondary analysis of existing sources or data), Creative (you are presenting a new artistic or inventive work of your own creation). Ask your faculty mentor if you are unsure.

f. **Major** - Select your major. Select your most relevant major if you have more than one.

g. **Document Type** - Do you intend to present in Poster format, as a Paper presentation, other presentation (such as Powerpoint, Canva, or reading of creative work). Ask your faculty mentor if you are unsure. This can be changed later.

h. **Disciplines** - Which of the academic disciplines listed most closely relates to your presentation?

![Disciplines](image)

i. **Keywords** - Optional, but this can help future users of the IRL find your work. This can be changed later.

j. **Abstract** - Include a tentative abstract of your project for review of appropriateness for the URS. This can be changed later.

k. **Upload File** - Upload a completed copy of the URS Application Sheet found on the UMSL URS homepage ([https://www.umsl.edu/studentresearch/urs/index.html](https://www.umsl.edu/studentresearch/urs/index.html)). This will signal your intent to participate in the URS. Your final poster, paper, or presentation will be uploaded at a later date.