How to Register for a Course:

- Open Course Catalog & Registration tab
  - ERA Cores and Electives are listed separately
- Select the course that you are interested in attending by clicking on the plus sign (+) next to the name, date, and time listed
  - Once the course is expanded you can click on hyperlinks to view the location in Google Maps or to expand the Presenter/Trainer’s information
- Click the yellow Register button to sign up for the course
  - This will take you to the Selected Course Info screen
ERA Course Registration

Selected Course Info

- **Course Code:** 2017FA-200
- **Course Title:** Essentials of Research Administration (ERA) Core 2: Principles of Pre-Award Administration, Part 2
- **Course Date:** 10/3/2017 (8:30 AM - 12:00 PM)
- **Course Location:** Veterinary Diagnostic Laboratory Room 101
- **Course Type:** Core
- **Presenter/Trainer:** Gorman, Erin
- **Course Description:** Continue learning about Pre-Award research administration fundamentals, including the tools and processes needed for a successful proposal completion and submission. You will learn about the Proposal Development in KC process, proposal completion and submission requirements, OSP's proposal submission process and deadline policy, Negotiation Module features and data, and award receipt, negotiation and acceptance process.

Please list any special dietary needs or accommodations required.

- List any special dietary needs or accommodations required in the text box
- Click the yellow **Confirm Registration** button
  - Once you are registered, you will receive a notification that you have been successfully registered for the course

You have successfully registered for this course.

- Click the yellow **Return to ERA Portal** button to return to My Current Registrations tab
  - The course will now be listed in your Current Registrations

**MY CURRENT REGISTRATIONS**

This tab lists the current upcoming courses you are registered for. You will be able to refer back to this tab to view the details of the upcoming courses and download any materials necessary for the sessions.
MY COURSE HISTORY

This tab lists the courses that you have taken in the past. At this time, you will only be able to view those courses that you have registered for in the new ERA Registration System.

QUESTIONS AND KEY TERMS

Registrations Capped for a course – you will receive a message that the course is at capacity and to contact Jennifer Lafferty to be placed on a waiting list.

Registration Cutoff Date – Registrations are set to end before the course date to accommodate for food order.

Do you still need help?

Sponsored Programs Administration Training Team:

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