# NAU UNDERGRADUATE SYMPOSIUM

# REGISTERING TO BE A REVIEWER FOR THE NAU UNDERGRADUATE SYMPOSIUM

We are so excited you are volunteering to be a reviewer for the NAU Undergraduate Symposium! Here are a few instructions to get you through the registration process.

#### Visit the Symposium Site

nau.edu/symposium

Click on "Register to present or be a reviewer" in the right hand column

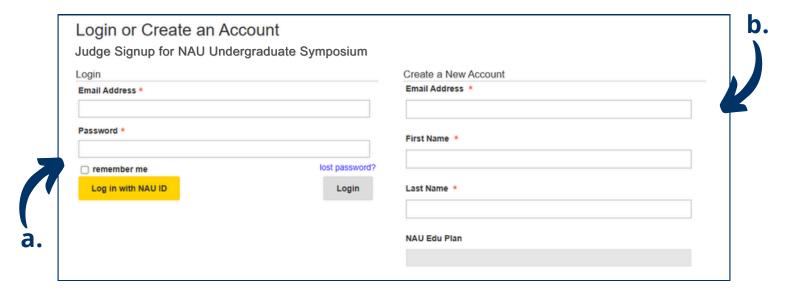


## Find the Reviewer Portal on the Symposium Portal page



#### Logging in

- **a.** If you have reviewed for us before or have a current NAU CAS login, you will log into your account using the section under "Login"
- Returning reviewers who do NOT have an NAU CAS login will log in with your email and password used previously. Click "lost password?" if you do not remember your password and need to reset it.
- Those with an NAU CAS login (even if you have never reviewed before) will log
  in by clicking the yellow button, "Log in with NAU ID"
- **b.** If you have never reviewed for us before **AND** you do not have an NAU CAS login, you will need to create a new account by filling out the fields on the right.



### Once logged in

- You can set your preferences for reviewing (time, number of presentations, college(s), etc.).
- Click "Register" at the bottom of the form. You will receive an email confirmation for your registration from the Office of Undergraduate Research.

### **Questions or concerns?**

• Email us at ug-research@nau.edu

# Thank you for volunteering to be a part of NAU's Undergraduate Symposium!