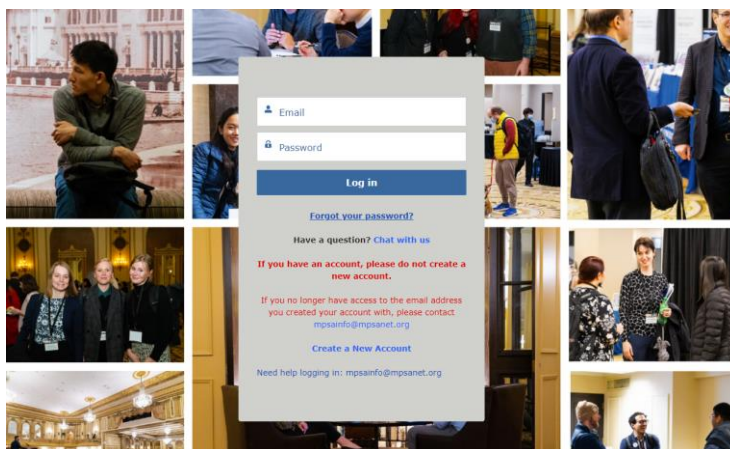


## Account Creation and Proposal Submission Process

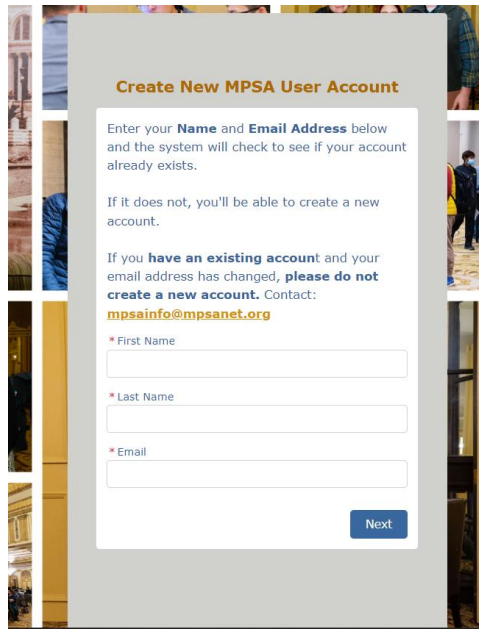
If you do not have an account sign on to the MPSA website ([www.MPSAnet.org](http://www.MPSAnet.org)), you must create one to submit a proposal. Please note, you are not required at the time of submission to purchase a Conference Registration or a membership. If your paper is accepted and you choose to present at the MPSA Conference, then you will have the option to accept or decline participation and then will need to register for the Conference. Registration rates are posted here: <https://www.mpsanet.org/conference/registration-information/>.

If you already have an account and need assistance logging in, please contact our office at [conf@mpsnet.org](mailto:conf@mpsnet.org).  
*No account?* Go to our website: [www.MPSAnet.org](http://www.MPSAnet.org) and disable any pop-up blockers, prior to starting. Click on “My Account” in the upper right portion of the screen.

The screen should look like this:



If you need to create a new account, click on the blue letters under the “LOG IN” button that say “Create a New Account”. The screen should look like this:



**Create New MPSA User Account**

Enter your **Name** and **Email Address** below and the system will check to see if your account already exists.

If it does not, you'll be able to create a new account.

If you **have an existing account** and your email address has changed, **please do not create a new account**. Contact: [mpsainfo@mpsnet.org](mailto:mpsainfo@mpsnet.org)

\* First Name

\* Last Name

\* Email

Next

You will be required then to input some information and if the system finds an account with the same email address, it will tell you one exists. You will then be prompted to check your inbox for an email that contains a link to login to set up your password. Please open the email and click on the link. Of course, if you have questions, please email the MPSA membership department ([mpsainfo@MPSAnet.org](mailto:mpsainfo@MPSAnet.org)) or conference department ([conf@MPSAnet.org](mailto:conf@MPSAnet.org)).

When you click on the link, you will be required to set up your account information before going further. After you have followed the directions on the screen and completely set up your account, you are ready to click on the button: "Click Here to Submit a Proposal".

Follow the screen directions and once you have saved and submitted your proposal you will get a confirmation screen with the proposal number, thanking you for submitting.

Please review these step by step instructions before submitting found here:

<https://www.mpsanet.org/conference/submission-guidelines/>

Undergraduates have the option of submitting their paper to one section. Undergraduate sections options are Sections 81 through 86:

- Section 81 – Undergrad: Institutions and Theory
- Section 82 – Undergrad: Public Policy and Administration
- Section 83 – Undergrad: Behavior and Methods
- Section 84 – Undergrad: American Politics
- Section 85 – Undergrad: International Relations
- Section 86 – Undergrad: Comparative Politics

Please contact our office if you have ANY issues in submitting before the deadline of: December 2, 2022.