

# MSPE Walk-through – Students

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## Preface

This document describes the process for students to review their MSPE letter, submit comments/feedback to Student Affairs and review/sign the FERPA release.

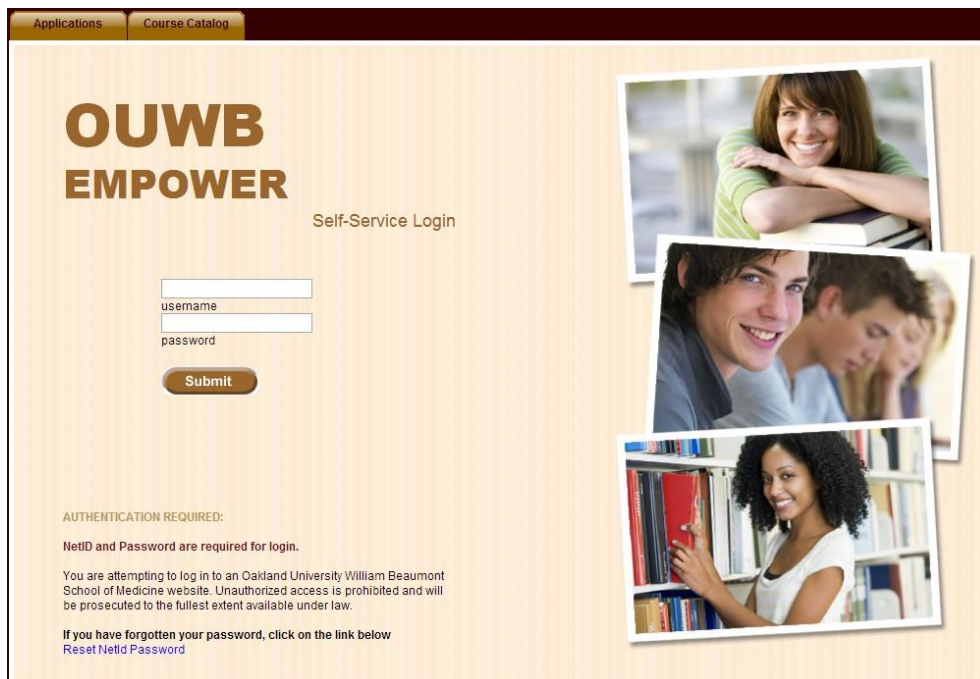
## Document Style

Data entry or selection-type text is denoted in **red**  
Display-only text or windows is denoted in **blue**  
All figures are denoted in **green**

## Process Workflow

### Review Comments

1. Go to Empower <https://somsis.oakland.edu/fusebox.cfm> and log in with your **NetID** (OU email username without @oakland.edu) and **NetID password** (OU email password) as illustrated in **Figure 1**



**Figure 1:** Empower Login page

2. Click the **Evaluations** tab and click **MSPE-Evaluations** as illustrated in **Figure 2**



Figure 2: Empower Menu

3. Comments (if available) are displayed under each corresponding MSPE section as illustrated in **Figure 3**

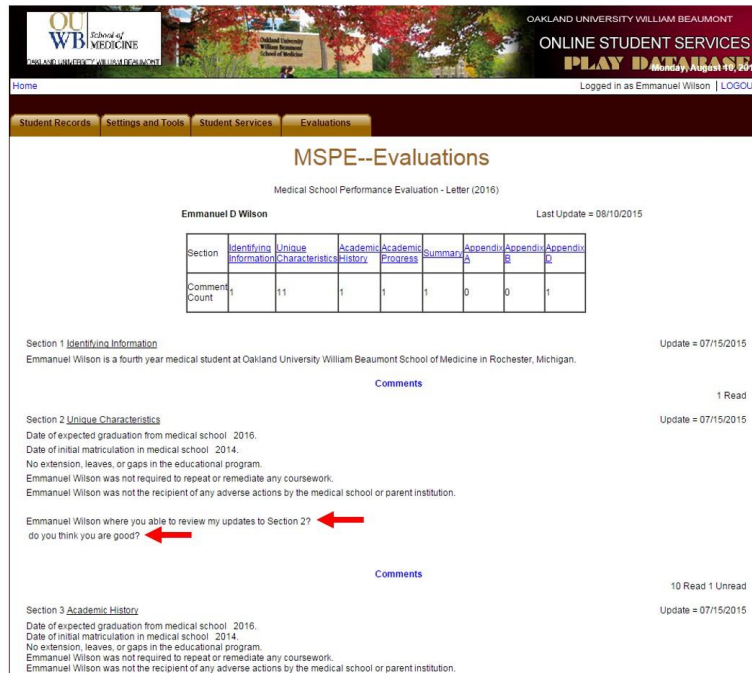
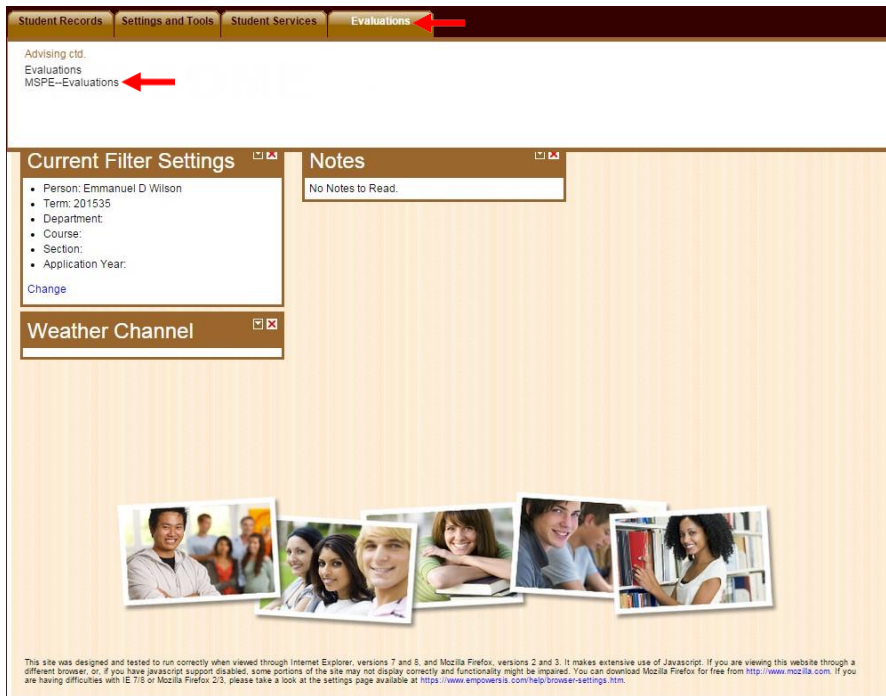


Figure 3: Empower Menu

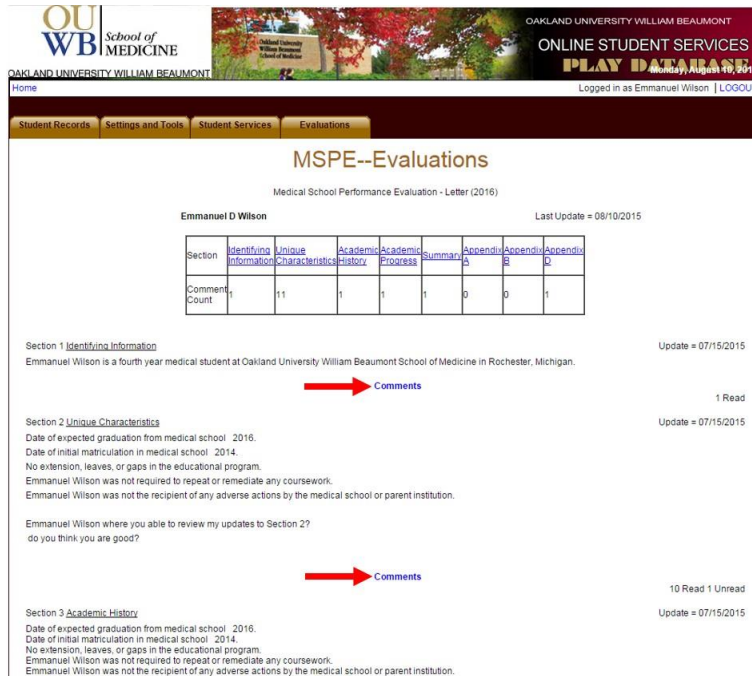
# Submit Comments

- Click the **Evaluations** tab and click **MSPE-Evaluations** as illustrated in **Figure 4**



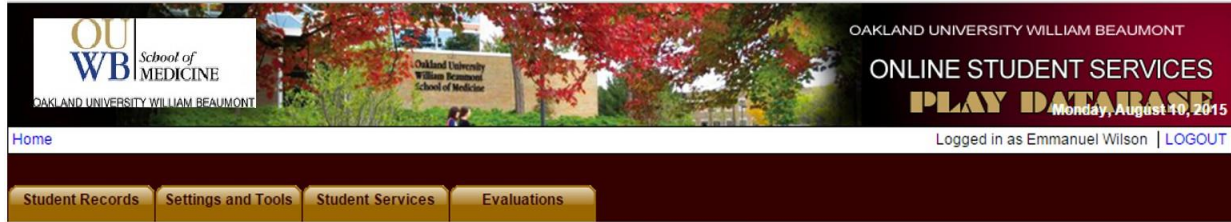
**Figure 4: Empower Menu**

- Click the **Comments** link on the section that you would like to submit comments as illustrated in **Figure 5**



**Figure 5: MSPE Evaluations**

6. Enter comments in the text box below and click the **Save** button to submit comments as illustrated in **Figure 6**



## MSPE--Evaluations

Medical School Performance Evaluation - Comments Entry (2016)

Emmanuel D Wilson

Overall Status = Published to Student

Last Update = 08/10/2015

### Identifying Information

Emmanuel Wilson is a fourth year medical student at Oakland University William Beaumont School of Medicine in Rochester, Michigan.

#### Comments on Identifying Information

Testing

Save

**Figure 6: MSPE Evaluations**

7. The comment was saved as illustrated in **Figure 7**

Section	Identifying Information	Unique Characteristics	Academic History	Academic Progress	Summary	Appendix A	Appendix B	Appendix C
Comment Count	1	1	1	1	0	0	0	1

Section 1 Identifying Information Update = 07/15/2015  
 Emmanuel Wilson is a fourth year medical student at Oakland University William Beaumont School of Medicine in Rochester, Michigan.  
 Comments 1 Read

Section 2 Unique Characteristics Update = 07/15/2015  
 Date of expected graduation from medical school 2016.  
 Date of initial matriculation in medical school 2014.  
 No extension, leaves, or gaps in the educational program.  
 Emmanuel Wilson was not required to repeat or remediate any coursework.  
 Emmanuel Wilson was not the recipient of any adverse actions by the medical school or parent institution.  
 Emmanuel Wilson where you able to review my updates to Section 2? do you think you are good?  
 Comments 10 Read 1 Unread

Section 3 Academic History Update = 07/15/2015  
 Date of expected graduation from medical school 2016.  
 Date of initial matriculation in medical school 2014.  
 No extension, leaves, or gaps in the educational program.  
 Emmanuel Wilson was not required to repeat or remediate any coursework.  
 Emmanuel Wilson was not the recipient of any adverse actions by the medical school or parent institution.

**Figure 7: MSPE Evaluations**

# Mark Comments as Read

8. Click the **Evaluations** tab and click **MSPE-Evaluations** as illustrated in **Figure 8**

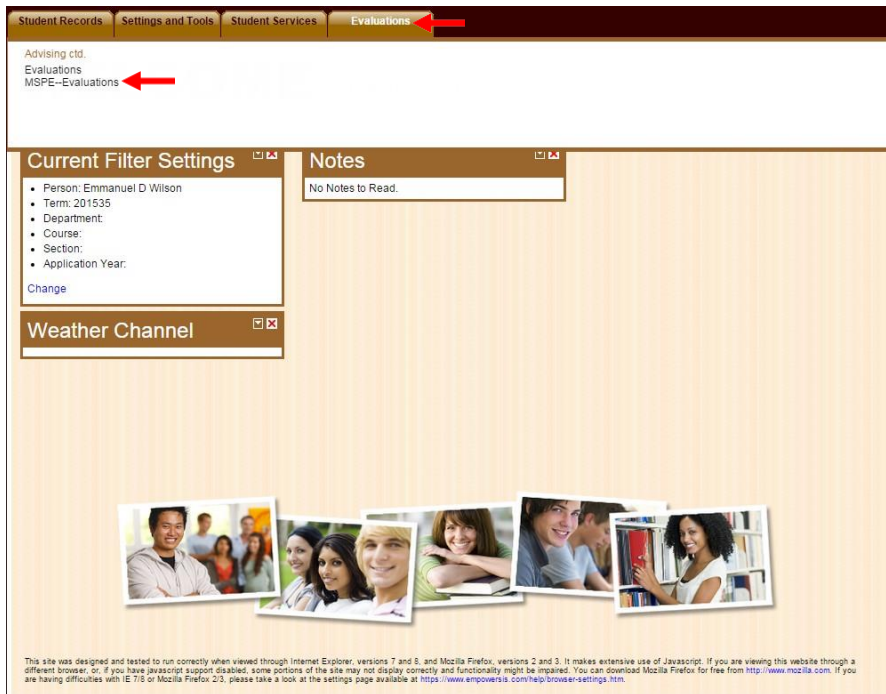


Figure 8: Empower Menu

9. Click the **Comments** link on a section that has commentary as illustrated in **Figure 9**

**MSPE--Evaluations**

Medical School Performance Evaluation - Letter (2016)

Emmanuel D Wilson Last Update = 08/12/2015

Section	<a href="#">Identifying Information</a>	<a href="#">Unique Characteristics</a>	<a href="#">Academic History</a>	<a href="#">Academic Progress</a>	<a href="#">Summary</a>	<a href="#">Appendix A</a>	<a href="#">Appendix B</a>	<a href="#">Appendix D</a>
Comment Count	3	13	1	1	1	0	0	1

Section 1 [Identifying Information](#) Update = 07/15/2015  
 Emmanuel Wilson is a fourth year medical student at Oakland University William Beaumont School of Medicine in Rochester, Michigan.  
[Comments](#) ←

Section 2 [Unique Characteristics](#) Update = 07/15/2015  
 Date of expected graduation from medical school 2016.  
 Date of initial matriculation in medical school 2014.  
 No extension, leaves, or gaps in the educational program.  
 Emmanuel Wilson was not required to repeat or remediate any coursework.  
 Emmanuel Wilson was not the recipient of any adverse actions by the medical school or parent institution.  
 Emmanuel Wilson where you able to review my updates to Section 2?  
 do you think you are good?  
[Comments](#) ←

Figure 9: Empower Menu

10. Click blue unread links to mark comments as read as illustrated in **Figure 10**

MSPE--Evaluations  
Medical School Performance Evaluation - Comments Entry (2016)  
Emmanuel D Wilson Overall Status = Published to Student Last Update = 08/19/2015

Unique Characteristics

Date of expected graduation from medical school 2016.  
Date of initial matriculation in medical school 2014.  
No extension, leaves, or gaps in the educational program.  
Emmanuel Wilson was not required to repeat or remediate any coursework.  
Emmanuel Wilson was not the recipient of any adverse actions by the medical school or parent institution.

Emmanuel Wilson where you able to review my updates to Section 2?  
do you think you are good?

Comments on Unique Characteristics

Save

62	yes, I made it	08/12/2015	Emmanuel D Wilson	Unread
61	this is today's test	08/12/2015	David Zhu	Read by Emmanuel D Wilson
51	yes I read it.	07/29/2015	Emmanuel D Wilson	Read by David Zhu
50	this is a test	07/29/2015	David Zhu	Read by Emmanuel D Wilson
49	wdwwwnrr	07/21/2015	Emmanuel D Wilson	Read by David Zhu
48	i knew this new test.	07/16/2015	Emmanuel D Wilson	Read by David Zhu
47	this is new comment	07/16/2015	David Zhu	Unread

Figure 10: Empower Menu

11. The comment has been changed from unread to read as illustrated in **Figure 11**

MSPE--Evaluations  
Medical School Performance Evaluation - Comments Entry (2016)  
Emmanuel D Wilson Overall Status = Published to Student Last Update = 08/19/2015

Unique Characteristics

Date of expected graduation from medical school 2016.  
Date of initial matriculation in medical school 2014.  
No extension, leaves, or gaps in the educational program.  
Emmanuel Wilson was not required to repeat or remediate any coursework.  
Emmanuel Wilson was not the recipient of any adverse actions by the medical school or parent institution.

Emmanuel Wilson where you able to review my updates to Section 2?  
do you think you are good?

Comments on Unique Characteristics

Save

62	yes, I made it	08/12/2015	Emmanuel D Wilson	Unread
61	this is today's test	08/12/2015	David Zhu	Read by Emmanuel D Wilson
51	yes I read it.	07/29/2015	Emmanuel D Wilson	Read by David Zhu
50	this is a test	07/29/2015	David Zhu	Read by Emmanuel D Wilson
49	wdwwwnrr	07/21/2015	Emmanuel D Wilson	Read by David Zhu
48	i knew this new test.	07/16/2015	Emmanuel D Wilson	Read by David Zhu
47	this is new comment	07/16/2015	David Zhu	Read by Emmanuel D Wilson

Figure 11: Empower Menu



## Approval and FERPA release

12. Scroll to the bottom of the page to locate the following link: **Click here to approve the content of your MSPE and to release your MSPE to residency application services**

13. Click the below link as illustrated in **Figure 12**

 [Click here to approve the content of your MSPE and to release your MSPE to residency application services](#)

**Figure 12: MSPE Evaluations**

14. Read the **Authorization Information** and scroll the down the form as illustrated in **Figure 13**

**Authorization to Release Information**

I, the undersigned, authorize Oakland University and the Oakland University William Beaumont School of Medicine to release my educational records and/or any information contained therein regarding my medical school performance including but not limited to the following:

- Medical Student Performance Evaluation (MSPE)
- Oakland University transcripts
- Any updates or addenda to the MSPE

To: (i) the Residency Programs to which I am applying and/or at which I have accepted a position; and/or (ii) to the following application services:

AAMC/Electronic Residency Application Service  
655 K Street NW, Suite 100  
Washington, DC 20001-2399

As well as other application services including but not limited to the Military (MODS), San Francisco Central Application Services (CAS), and the Canadian Resident Matching Service (CaRMS).

**For the purpose of application to and/or participation in Residency Programs and/or graduate medical education programs.**

Match results will also be included in the School of Medicine's annual match summary report.

**I understand and acknowledge that:**

(1) The MSPE gives a detailed explanation of my academic history, overall academic progress, and

**Figure 13: Authorization to Release Information**

15. At the bottom of the **Authorization Information - E-Sign** by typing your **Full Legal Name** and click the **Sign and Approve** button as illustrated in **Figure 14**

300 N. Street, NW, Suite 100  
Washington, DC 20001-2399

As well as other application services including but not limited to the Military (MODS), San Francisco Central Application Services (CAS), and the Canadian Resident Matching Service (CaRMS).

**For the purpose of application to and/or participation in Residency Programs and/or graduate medical education programs.**

Match results will also be included in the School of Medicine's annual match summary report.

**I understand and acknowledge that:**

- (1) The MSPE gives a detailed explanation of my academic history, overall academic progress, and clinical and elective rotations (including grades and narratives) for my first three years of medical school;
- (2) I have the right not to consent to the release of my education records;
- (3) This consent shall remain in effect until revoked by me, in writing, and delivered to the Oakland University William Beaumont School of Medicine Records and Registration, but that any such revocation shall not affect disclosures made prior to the receipt of any such written revocation;
- (4) I have been given the opportunity to review my MSPE, and any updates or addenda to my MSPE, and to challenge any information therein that I believe to be inaccurate, misleading, or inappropriate.

To E-Sign this release, type your Full Legal Name.

**Figure 14: Authorization to Release Information**