MSPE Walk-through – Students

Authored by: Emmanuel D. Wilson Created: August 19 2015 Updated: July 10, 2017

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 <u>https://somsis.oakland.edu/fusebox.cfm</u> and log in with your **NetID** (OU email username

without @oakland.edu) and NetID password (OU email password) as illustrated in Figure 1

Applications Course Catalog	
OUWB EMPOWER Belf-Service	Login
AUTHENTICATION REQUIRED: NetID and Password are required for login. You are attempting to log in to an Oakland University William Bee School of Medicine website. Unauthorized access is prohibited a be prosecuted to the fullest extent available under law. If you have forgotten your password, click on the link below Reset NetId Password	aumont ind will

Figure 1: Empower Login page

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

Student Records Settings and Tools Student Services Evaluations
Advising ctd. Evaluations
MSPE-Evaluations
Current Filter Settings
Person: Emmanuel D Wilson No Notes to Read.
Department
Course: Section:
Application Year:
Change
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Figure 2: Empower Menu

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

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	Emmanuel D Wilso	on				Last Update = 0	08/10/2015
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Emmanuel Wilson was not required to	to repeat or remerliat	e any coursework	k.				
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Figure 3: Empower Menu

Submit Comments

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

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

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Figure 5: MSPE Evaluations

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

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Emmanuel D Wilson	Overall Status = Published to Student	Last Update = 08/10/2015	
	Identifying Information		
Emmanuel Wilson is a fourth year medical st	udent at Oakland University William Beaumont Schoo	ol of Medicine in Rochester, Michigan.	
Comments on Identifying Information			
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Figure 6: MSPE Evaluations			

7. The comment was saved as illustrated in Figure 7

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	Emmanue	D Wilson							Last Update	= 08/10/2015		
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Figure 7: MSPE Evaluations

Mark Comments as Read

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

tudent Records	Settings and Tools	Student Services	Evaluations					
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9. Click the Comments link on a section that has commentary as illustrated in Figure 9

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				MSF	PEI	Evalu	uatio	ons				
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	Er	mmanuel	D Wilson						L	ast Update	= 08/12/2015	
	ę	Section	Identifying Information	<u>Unique</u> Characteristics	Academic History	Academic Progress	Summary	Appendix A	Appendix B	Appendix D		
		Comment Count	3	13	1	1	1	0	0	1		
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10. Click blue unread links to mark comments as read as illustrated in **Figure 10**

		Medical School Performance Evaluation - Comments Entry (2	016)
Emman	uel D Wilson	Overall Status = Published to Student	Last Update = 08/19/2015
1		Unique Characteristics	
Date of expected	graduation from medical so	hool 2016.	
Date of initial ma	triculation in medical school	2014.	
No extension, lea	ives, or gaps in the education	onal program.	
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11. The comment has been changed from unread to read as illustrated in **Figure 11**

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Emmanuel D W	lison	Overall Status = Published to Student	Last Update = 08/19/2015
		Unique Characteristics	
Date of expected gradua	tion from medical scho	ool 2016.	
Date of initial matriculation	on in medical school	2014.	
No extension, leaves, or	gaps in the education	al program.	
Emmanuel Wilson was n	ot required to repeat o	r remediate any coursework.	
Emmanuel Wilson was n	ot the recipient of any	adverse actions by the medical school or parent institution.	
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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

	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

	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;	- 1
	(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.	×
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Figure 14: Authorization to Release Information