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

![Empower Login page](image-url)
2. Click the **Evaluations** tab and click **MSPE-Evaluations** as illustrated in **Figure 2**

![Figure 2: Empower Menu](image)

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

![Figure 3: Empower Menu](image)
Submit Comments

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

![Figure 4: Empower Menu](image)

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

![Figure 5: MSPE Evaluations](image)
6. Enter comments in the text box below and click the **Save** button to submit comments as illustrated in **Figure 6**

![Figure 6: MSPE Evaluations](image)

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

![Figure 7: MSPE Evaluations](image)
Mark Comments as Read

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

![Figure 8: Empower Menu](image)

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

![Figure 9: Empower Menu](image)
10. Click blue unread links to mark comments as read as illustrated in Figure 10

![Figure 10: Empower Menu](image)

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

![Figure 11: Empower Menu](image)
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**

**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 provides 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.