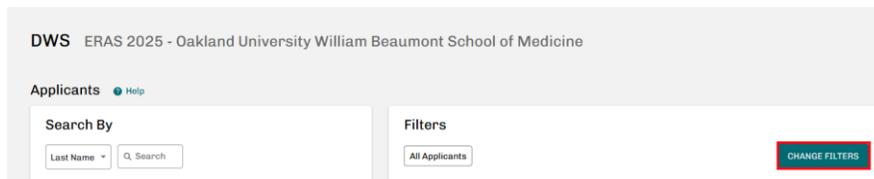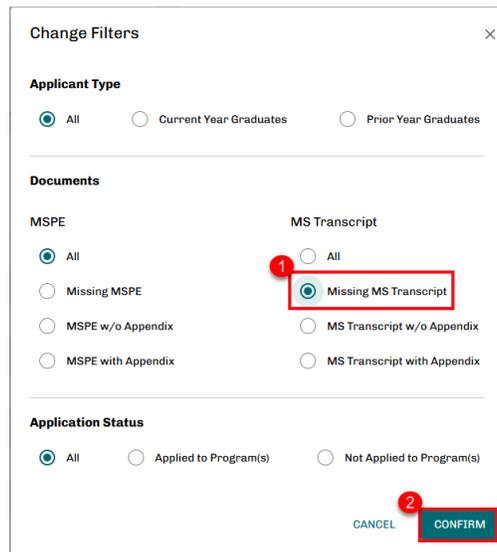# Bulk Action(s): Upload MS Transcript(s)

This job aid provides step-by-step instructions on uploading multiple Medical School Transcripts for students without an MS Transcript uploaded.
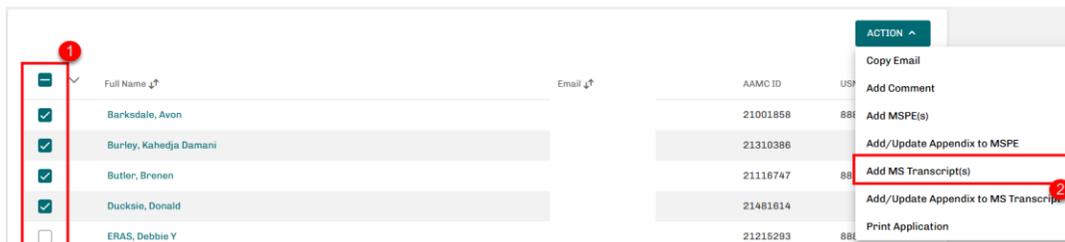
1. Navigate and log in to Dean's Office WorkStation.
2. Select Change Filters.

3. Select Missing MS Transcript under the Documents section.
   a. Click Confirm.

4. Select an applicant(s).
   a. Click Action to access bulk actions.
   b. Click Add MS Transcript(s).

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5. Select Upload under the Actions column.

6. Click Attach File.
   a. Click Release.

The document should be in PDF format and cannot exceed 1200 KB in size. This document must be on 8.5 x 11-inch paper and should be at a resolution of 300 dots per inch (dpi) if scanned.
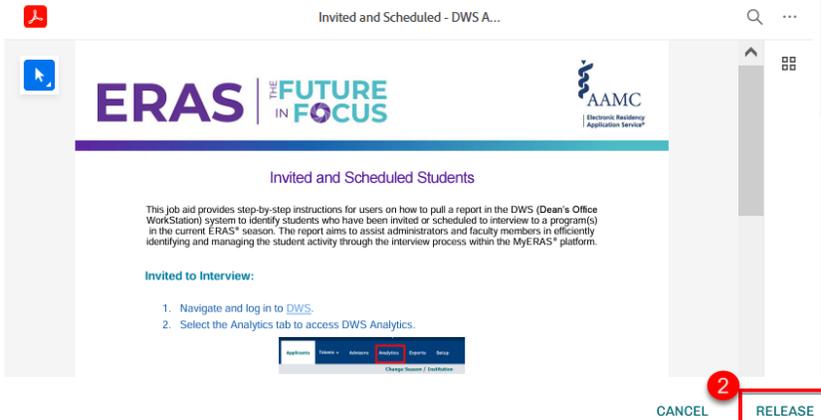
7. Once uploaded, the document Status will change to Uploaded.

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