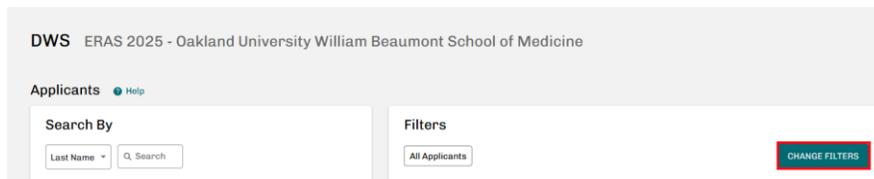


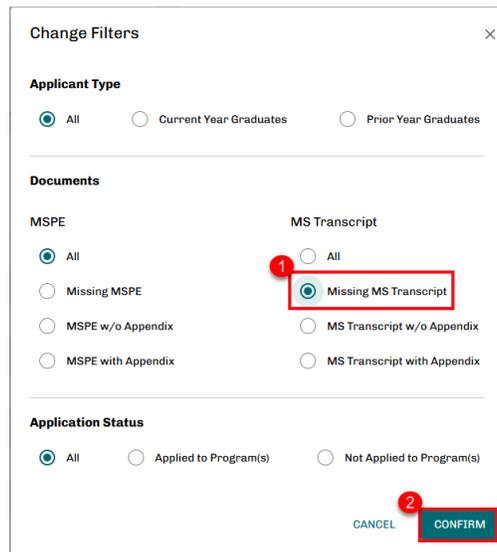
## Bulk Action(s): Upload MS Transcript(s)

This job aid provides step-by-step instructions on uploading multiple Medical School Transcripts for students without an MS Transcript uploaded.

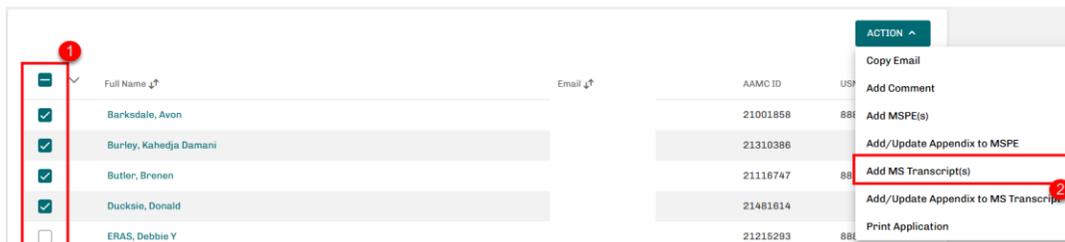
1. Navigate and log in to [Dean's Office WorkStation](#).
2. Select Change Filters.



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).



## 5. Select Upload under the Actions column.

Add Medical School Transcripts [Help](#)

Full Name	Birth Date	AAMC ID	Status	Actions
Helbling, Erin	09/01/1992	21255281	Not Uploaded	<b>UPLOAD</b>
Jonas, Blythe	11/04/1982	21296729	Not Uploaded	UPLOAD
Maroof, Iqra		21271411	Not Uploaded	UPLOAD
Mbita, Fabie	07/14/1994	21478959	Not Uploaded	UPLOAD

## 6. Click Attach File.

### a. Click Release.

**Upload MS Transcript for Helbling, Erin** ×

Specifications for the upload:

- 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 if scanned should be at a resolution of 300 dots per inch (dpi).

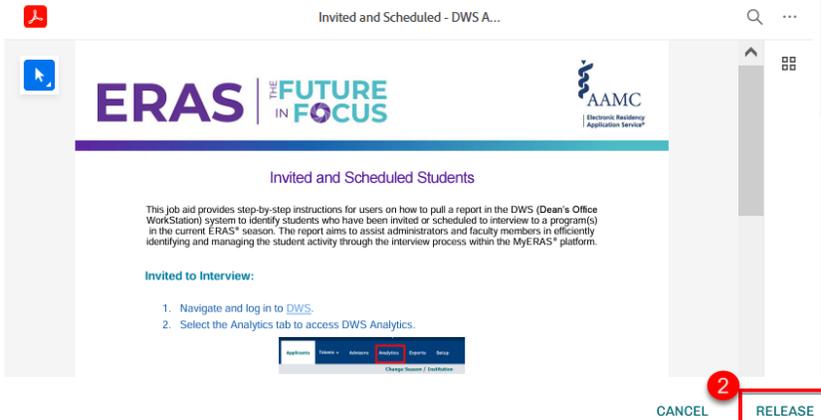
Select a Document

Single file upload. 1

↑ ATTACH FILE

✓ Invited and Scheduled - DWS Analytics Job Ai... 🗑️

Invited and Scheduled - DWS A...



2 RELEASE CANCEL

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.

Add Medical School Transcripts [Help](#)

Full Name	Birth Date	AAMC ID	Status	Actions
Helbling, Erin	09/01/1992	21255281	Not Uploaded	UPLOAD
Jonas, Blythe	11/04/1982	21296729	<b>Uploaded</b>	<b>ACTIONS</b> ▾
Maroof, Iqra		21271411	Not Uploaded	UPLOAD
Mbita, Fabie	07/14/1994	21478959	Not Uploaded	UPLOAD