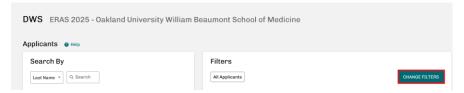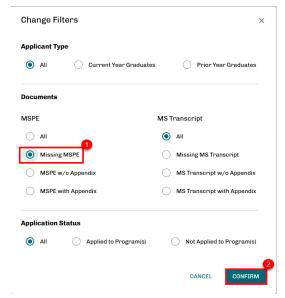# Bulk Action(s): Upload MSPEs

This job aid provides step-by-step instructions on uploading multiple Medical School Performance Evaluations (MSPE) for students without an MSPE uploaded.

1. Navigate and log in to Dean's Office WorkStation.
2. Select Change Filters.

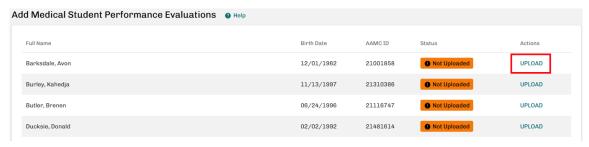3. Select Missing MSPE under the Documents section.
   a. Click Confirm.

4. Select an applicant(s).
   a. Click Action to access bulk actions.
   b. Click Add MSPE(s).
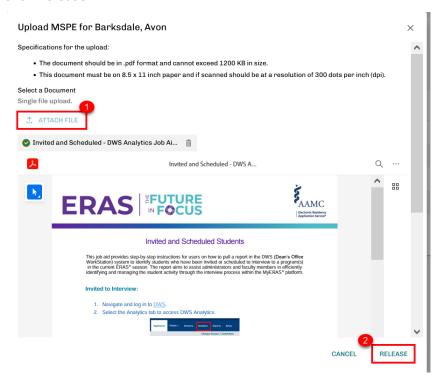
5. Select Upload under the Actions column.

Add Medical Student Performance Evaluations @ Help

Full Name	Birth Date	AAMC ID	Status	Actions
Barksdale, Avon	12/01/1962	21001858	⚠ Not Uploaded	UPLOAD
Burley, Kahedja	11/13/1997	21310386	⚠ Not Uploaded	UPLOAD
Butler, Brenen	06/24/1996	21116747	⚠ Not Uploaded	UPLOAD
Ducksie, Donald	02/02/1992	21481614	⚠ Not Uploaded	UPLOAD

6. Click Attach File
   a. Click Release.

Upload MSPE for Barksdale, Avon   ✕

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.

⬆ ATTACH FILE   ①

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

Invited and Scheduled - DWS A...   🔍 ⋯

Invited and Scheduled Students

This job aid provides step-by-step instructions for users on how to pull a report in the DWS (Dean's Office WorkStation) system to identify students who have been invited or scheduled to interview to a program(s) in the current ERAS® season. The report aims to assist administrators and faculty members in efficiently identifying and managing the student activity through the interview process within the MyERAS® platform.

Invited to Interview:

1. Navigate and log in to DWS.
2. Select the Analytics tab to access DWS Analytics.

② CANCEL   **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.

Add Medical Student Performance Evaluations @ Help

Full Name	Birth Date	AAMC ID	Status	Actions
Barksdale, Avon	12/01/1962	21001858	✔ Uploaded	ACTIONS ⌄
Burley, Kahedja	11/13/1997	21310386	⚠ Not Uploaded	UPLOAD
Butler, Brenen	06/24/1996	21116747	⚠ Not Uploaded	UPLOAD
Ducksie, Donald	02/02/1992	21481614	⚠ Not Uploaded	UPLOAD

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