MSSP (Medical Student Scholars Program) on MedOneStop – Instructions for Students

Following are instructions for accessing and using the MSSP Application and Tracking page on MedOneStop.

1) Log on to MedOneStop:  https://medonestop.uc.edu

2) Go to the “Extracurricular” tab and click the MSSP Application & Tracking link.

3) M1 students are eligible to apply for up to 2 MSSP Tracks until the application deadline. The application deadline is displayed. Click the “Apply Now” button to access the application.
4) Your contact information is already filled out and cannot be changed on this form. If you need to update your contact information, please do so through Catalyst. Select one MSSP program to apply for. (You may apply for two, but must do by filling out this form 2 separate times.) Upload a resume and a personal statement (MS Word or PDF), and click the “Submit Application” button.
5) The page updates, closing the application and showing a record of your application. You are also cc’ed on the email that is sent to the MSSP Administrator(s). Note that you may withdraw your application as long as it has a status of “Pending”. If you choose to apply for a 2\textsuperscript{nd} MSSP, click the “Apply Now” button again and fill out the form again.

![Application Summary Table]

6) Note that if you are filling out a 2\textsuperscript{nd} application, you are asked which of the two programs is your first choice. If the first app you submitted was your first choice, do nothing. If this 2\textsuperscript{nd} (current) app is your first choice, be sure to check the “First Choice” checkbox.

**Please select the MSSP for which you are applying.**

You may apply to no more than two tracks. Multiple apps are submitted separately, one track per application.

- Cardiovascular Medicine
- Geriatric Health
- Psychiatry-Behavioral Neuroscience
- Child and Adolescent Health
- Nephrology
- Pulmonary
- Emergency Medicine
- Neuroscience -- Applied
- Women's Health
- Family Medicine
- Nutrition

**Important:** You have already applied to another MSSP track. Is the one you are currently applying to your **first choice**?

- [ ] 1\textsuperscript{st} Choice
7) The selection process takes place. See information provided at the bottom of the application (screenshot with step #4, above) for details.

8) If selected, you will need to return to this form for the duration of the MSSP to record all related activities.

9) Answer the question, “Who is your mentor in the MSSP Program?” Your answer can be updated at any time.

10) Fourth year MSSP students are also asked “To what residency program do you plan to apply?” (Not visible on screenshot.) Please answer the question when you see it. This answer can also be updated as needed.

11) To enter a new MSSP activity, click the “Add New Activity” button.

12) Select the Activity Type first, then fill out the form fields and click the “Add Activity” button. Note that fields vary somewhat for different activities. As activity records are added, they are displayed at the bottom of the form.

13) When finished adding new activities, click “Cancel/Close” to close the New MSSP Activity section.
14) Click the Edit Activity button to update an activity you’ve already recorded.
15) Click “Add/Rmv Docs” to add or delete documents for activities. Up to 3 documents can be attached to each activity.
16) Click “Delete Activity” to delete the activity and all corresponding documents.
17) Click the “Download Activity Records (.xlsx)” button to access a spreadsheet of all recorded activities.