## **ACCESSING APPLICANT FILES:**

All of your applicant files will be accessible through the scoring application. Here is the website:

https://apps.ohsu.edu/school-of-medicine/applicantreview/index.cfm/main/login

You can also watch a 5 minute video guiding you through how to access files and enter scores. See the <u>training website</u> to access the video.

Login with your OHSU username and password:

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Once you are logged in, you will see your list of applicants. Click on the applicant name to view their files before their interview. \*\*Note, you will receive an email the FRIDAY BEFORE your interview week noting your applicants and in what order you will interview them. You may have additional applicants assigned to you based on whether or not you have completed entering their scores, or other dates that you are interviewing.

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## Scroll of the very bottom of the page to see the files you need before the interview. \*\*If you download the files, make sure to delete them when you are finished with the interview\*\*

