

# MSPE Survey Instructions

**NOTE: If you are NOT using a campus computer/network, you need to do the following:**

- Download / log in to the VPN client: <https://cvpn.uchicago.edu/+CSCOE+/logon.html>
- Go to the SMS website: <http://sms.bsd.uchicago.edu/>
- Log in using your **CNET username and password**
- If you experience issues, call the IT Service Help Desk at 4-8324

## Directions

1. Visit [MSPE Survey](http://sms.bsd.uchicago.edu) (sms.bsd.uchicago.edu). Login using your CNET username and password.
  - a. Be sure to select the "Student" radio button.
2. Click on the **MSPE Survey/Residency** link.
3. You may fill out the survey in more than one sitting. Just be sure to save the portions of the survey before exiting.
4. Some biographical portions of the survey will be included in the MSPE, but will be edited and revised by the MSPE Director and staff; don't panic if you are concerned about your writing skills.
5. The system will time out after 60 minutes of inactivity. If you plan to leave your computer, remember to save the portions you are working on first!
6. **Click "Submit"!!** Every year, there are some students who do not click the Submit button, and we have to hound them to complete their survey when, in fact, it is completed.
7. Once you have filled out the survey, you will have the option to generate a draft CV based on data provided in the survey. This draft CV is based on the Pritzker template. The sooner you fill out the survey, the sooner you can have a CV for your letter writers!