

# Using the Meaningful Participation Program SmartPath Module

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## 1. How do I log into SmartPath?

### Logging in:

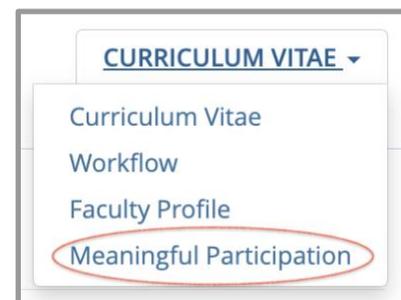
Log in webpage: <https://med-oakland.mntnpass.com/mps/login>.

Directions and Informational webpage: <https://www.oakland.edu/medicine/faculty/smartpath>.

<p><b>Corewell Health Affiliated Login:</b></p> <p>Affiliation: Corewell Health</p> <p>Username: Corewell Health ID (DR#, bh# or 6 digit pin)</p> <p>Password: the corresponding password for your ID</p>
<p><b>Oakland University Affiliated Login:</b></p> <p>Affiliation: Oakland</p> <p>Username: Oakland University NetID</p> <p>Password: the corresponding password for your NetID</p>
<p><b>Third-Party Login:</b> (Google, LinkedIn, or Facebook are reserved for those without Oakland University or Corewell Health credentials)</p> <p>Affiliation: Google, LinkedIn or Facebook</p> <p>Username: Email Associated with your Google, LinkedIn or Facebook account</p> <p>Password: Password Associated with your Google, LinkedIn or Facebook account</p>

### Toggling to the MPP Module:

- Click the dropdown menu on the top right under your name and the Logout button. You will see options based on your access settings.
- Choose “Meaningful Participation”.



## 2. What activities can I log for MPP credit?

The [Meaningful Participation Program](#) website maintains a list of all eligible MPP activities (OUWB Professional Development & Service Activities Chart) and a beneficial handout (Meaningful Participation Program Helpful Tips).

### 3. How do I enter activities?

At the MPP Home screen you will see your current appointment timeframe displayed.

1. Proceed to “Select a User” and select your name. You will be redirected to the “Participant View” page.

2. Select “View Activities” from either “Faculty Professional Development” or “Service Activities” to view a listing.

**Sally Aaron**  
Participant View

[+ Back to Component View](#)

**Faculty Professional Development**

Professional development activities enhance the faculty member’s professional knowledge or their skills and abilities; such as conferences or workshops specific to medical education in a designated field of study.

**Current Status**

Total Credits Required: 3

Current Credits: 3.00

Status: Complete

**Professional Development Activity**

Activities that enhance your professional knowledge or improve your skills and abilities, such as conferences, webinars, or workshops specific to medical education in your designated field of study. Expand ▾

3. Select “Expand” to display available activities.

4. Select + Add to open.

5. Complete form (\**asterisk* denotes required field), then click “Save Changes”.

#### 4. How do I check my overall current credit status?

##### Navigation Directions:

1. Log into SmartPath and toggle to the “Meaningful Participation” module.
2. Under “Select a User,” click on your name. A screen will appear like below.

Participant View

### Meaningful Participation

Every faculty member with a standard appointment in the Oakland University William Beaumont School of Medicine is required to participate in the Meaningful Participation Program. The program assures the involvement of faculty members and the reporting tool allows faculty to document their contributions within the School of Medicine. There are two components to the program.

Explanation of the components will be listed below.

**Current Status**

Time Frame: 8/08/2022 - 10/15/2025

Status: In-Progress

This section will show you your current appointment timeframe and whether you have completed the MPP requirements for reappointment.

**Faculty Professional Development**

Professional development activities enhance the faculty member's professional knowledge or their skills and abilities; such as conferences or workshops specific to medical education in a designated field of study.

This section will show your status of completion for the MPP requirements for Faculty Professional Development.

Click "View Activities" to expand the activities for each component. These expanded views show pending, approved, and denied activities for your current appointment timeframe. You can also add activities from this page.

**Component Status**

Credits Required: 3

Pending Credits: 0

Qualified Credits: 3.00

Non-Qualified Credits: 0

Status: Complete

[View Activities](#)

**Service Activities**

Service activities include committee, community, professional, academic or educational service that supports the vision and mission of OUWB School of Medicine.

This section will show your status of completion for the MPP requirements for Service Activities.

**Component Status**

Credits Required: 9

Pending Credits: 13.00

Qualified Credits: 2.00

Non-Qualified Credits: 0

Status: In-Progress

[View Activities](#)

## 5. When does my appointment end?

- a. What is my appointment time frame?
- b. When am I up for reappointment?

### **What is my appointment time frame?**

In Meaningful Participation, under the participant view, see the label “current time frame.” Standard faculty appointment time frames are three years long.

### **When am I up for reappointment?**

The current appointment and reappointment dates are February 15, June 15, and October 15. Standard faculty appointments must meet Meaningful Participation in Service and Professional Development at least three months before their appointment ends.

## 6. How do I import publications from MPP to the CV module?

Publications approved for credit in MPP may be transferred to your CV module.

The following Academic-Related Service Activities will allow import to the CV Module:

- Authorship in a Non-Peer-Reviewed Publication
- Authorship in a Peer-Reviewed Journal
- Book Authorship
- Book Chapter Authorship

Directions for CV import:

**Note:** You cannot import until your MPP credit request is approved.

1. Enter your MPP credit request for a publication.
2. Wait until the credit is qualified. The status will move from blank or “Pending” to “Qualified” (average one-week turn-around)
3. Click on the title of the publication and then click “Transfer to CV/FP.”
4. If you have successfully transferred your publication, you will see the message: “Entry Transferred To CV/FP.”
5. If you have already entered or transferred this publication to your CV, you will see the message “Duplicate Found In CV/FP.”

### **7. How do I request Proxy access?**

To request proxy access, email the request to [medfacaffairs@oakland.edu](mailto:medfacaffairs@oakland.edu). Faculty Affairs will request permission from the faculty member (if needed), set up an account for proxy access, and send directions to the proxy user.

### **8. What happened to my credits from the old MPP system?**

Credits from your **current** appointment timeframe: As faculty are migrated into the new SmartPath-MPP Module, credits from the Professional Development and Service components will migrate, too. All approved credits will migrate as a batch for each component. You will **not** see the activities associated with those credits.

You will see your credit migration under the following activity names:

1. Migration Professional Development
2. Migration Service Activity

Credits from your **past** appointment timeframe(s): Faculty Affairs will retire the old Meaningful Participation software sometime in 2024. If you want a list of past MPP credits, please email [medfacaffairs@oakland.edu](mailto:medfacaffairs@oakland.edu). Old records will be kept in perpetuity.

## **9. How do I switch to a faculty member's account as a proxy user for a faculty member?**

1. From the home page, toggle to the appointment timeframe of the faculty member.
2. Click the name of the faculty member under "Select a User."
  - a. You can also search for the name once you are in the correct appointment timeframe.
3. Across the top of the screen, you will see the faculty member's name; under their name, it will say "Participant View".
4. You are now in the selected faculty member's dashboard and can enter the account and add activities on their behalf.
5. If you have access as a proxy to multiple users, switch back to the home page and repeat steps 1 - 4 to switch to a different user.

## **10. How do I utilize the Academic Progress Report?**

1. From the home page, toggle to the **ADMIN** ▾ button and click "Academic Progress Report."
2. Select a specific appointment timeframe to pull data from, or you may "Select All."
3. Click "Submit" after you have checked the appointment timeframe(s) (Program Instances) you would like to see.
4. Search results will show you an overview of faculty within the timeframe(s) chosen.
5. Use "Print Excel" to pull data for filtering, downloading, and saving records.

## **11. What is the user Dashboard?**

The user "Dashboard" shows pending and denied activities submitted under a faculty member's MPP account. If you are a proxy user, you will see the list of names for which you have proxy access.