



2024

Dean's Office
Workstation (DWS)
USER GUIDE



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About the ERAS Program

The Electronic Residency Application Service (ERAS®) is a service of the Association of American Medical Colleges (AAMC). The ERAS system consists of MyERAS® portal for applicants, Dean's Office WorkStation (DWS) for medical schools, Program Director's Workstation (PDWS) for training programs and the ERAS Letter of Recommendation Portal (LoRP) for Letter of Recommendation (LoR) authors.

ERAS Timeline

To view the ERAS timeline, please visit [ERAS for Medical Schools](#) . webpage.

ERAS Policies

All information regarding ERAS policies can be found on the ERAS website at <https://www.aamc.org/services/eras-for-institutions/medical-schools/policies>.

Designated Dean's Offices (DDO) should only provide original Medical School (MS) Transcripts and Medical Student Performance Evaluations (MSPEs). Reproductions of documents submitted for a prior ERAS application (such as print-outs from a residency program's PDWS) or photocopies of original documents do not qualify as source documentation for the current ERAS season.

Supported Browsers

- Latest version of Chrome
- Latest version of Firefox
- Latest version of Microsoft Edge



Note: The ERAS program does not provide technical support for the Safari browser but also does not enforce any browser restrictions. Mac (Apple) users needing technical support with DWS should use Firefox, as it is a supported browser.

Welcome to the ERAS 2024 Season

This guide provides information necessary to understand the ERAS system and to effectively use the Dean's Office Workstation (DWS) to support applicants applying to residency programs through the MyERAS portal.

Below are the notable enhancements made to the DWS for the 2024 season.

New DWS Advisor Role

DWS users shared feedback requesting the ability to grant limited access to supporting faculty and advisors who may need to view only certain students they have been assigned. This year, a new Advisor role has been added to help advisors and supporting faculty better guide their students. Users granted an Advisor role will be able to view the application information, documents, applied programs, and available interview information for students who have been assigned to them. Users with an Advisor role will not be able to upload or manage documents like the MSPE or MS Transcript for applicants.

ERAS Participants

The success of the ERAS recruitment process depends on participants fulfilling their role in the process. This section provides descriptions of the individuals and organizations that are present throughout the process and ensures that program users have what they need to review, evaluate, and ultimately select the resident or fellow who most closely meets their respective training program's criteria.

Designated Dean's Offices

Designated Dean's Offices generate tokens for applicants applying to residency and fellowship positions. Applicants use their tokens to register in the MyERAS portal where they will complete their MyERAS application, select program(s) to apply to, and create and assign supporting documents.


Using the DWS, Designated Dean's Offices upload MS Transcripts and Medical Student Performance Evaluations (MSPEs).

US Medical Schools

U.S. medical schools, both LCME- and COCA-accredited, act as the Designated Dean's Office for all U.S. medical graduates (USMGs) from their respective institutions who apply to residency programs in the U.S. These institutions also act as the primary resource to advise USMGs during the application process.

ECFMG (Educational Commission for Foreign Medical Graduates)

The ECFMG is the Designated Dean's Office for all the International Medical Graduates (IMGs) applying to residency programs. All the IMG applicants request their electronic token through the ECFMG, and the ECFMG processes the ERAS application materials received on behalf of the IMG residency applicants.


 215-966-3520

 eras-support@ecfm.org

<https://https://www.ecfm.org/>

EFDO (ERAS Fellowships Documents Office)

The EFDO is the Designated Dean's Office for all the U.S. and International Medical Graduates (IMGs) applying for fellowships. All the fellowship applicants request their electronic token through the EFDO, and the EFDO processes the ERAS application materials received on behalf of the fellowship applicants.

 215-966-3940


 support@erasfellowshipdocuments.org

<https://www.erasfellowshipdocuments.org>

Matching Services

NRMP (National Residency Matching Program)

The NRMP is a private, not-for-profit corporation established in 1952 to provide a uniform date of appointment to positions in graduate medical education (GME) in the United States. The NRMP is not an application processing service; rather, it provides an impartial venue for matching applicants' and programs' preferences for each other consistently.


 866-653-6767 or 202-400-2233

 support@NRMP.org

<http://www.nrmp.org/>

Urology Residency Matching Program (through the American Urological Association)

The Urology Residency Matching Program is a matching program for first year urology residents. It is not a substitute for the NRMP. In some cases, applicants must also go through the NRMP as a formality for the required prerequisite surgery training before beginning urology training.

 866-746-4282 or 410-689-3700


 resmatch@AUAnet.org

<http://www.auanet.org/education/urology-and-specialty-matches.cfm>

Examining Boards

NBME® (National Board of Medical Examiners®)

The NBME is an independent, not-for-profit organization that serves the public through its high-quality assessments of healthcare professionals. The NBME and the Federation of State Medical Boards co-sponsor the United States Medical Licensing Examination (USMLE). The NBME downloads and processes applicant requests for USMLE/NBME transcripts via the ERAS system.


 215-590-9500

 webmail@nbme.org

<http://www.nbme.org/>

NBOME (National Board of Osteopathic Medical Examiners)

The NBOME assesses competencies for osteopathic medicine and related health care professions through the development and management of the Comprehensive Osteopathic Medical Licensing Examination-USA (COMLEX-USA) and other relevant examinations. The NBOME downloads and processes applicant requests for COMLEX-USA/NBOME transcripts through the ERAS system.

 866-479-6828


 clientservices@nbome.org

<http://www.nbome.org/>

Program Accrediting Bodies

ACGME (Accreditation Council for Graduate Medical Education)


The ACGME is a private, not-for-profit council that evaluates and accredits medical training programs in the United States. The mission of the ACGME is to improve health care by assessing and advancing the quality of resident physicians' education through exemplary accreditation.

 312-755-5000

<http://www.acgme.org/>

ABOG (American Board of Obstetrics and Gynecology)

The American Board of Obstetrics and Gynecology is an independent, not-for-profit organization that accredits obstetrics and gynecology training programs, as well as certifies obstetricians and gynecologists in the United States.

 214-871-1619

 info@abog.org

<http://www.abog.org/>

DWS Access

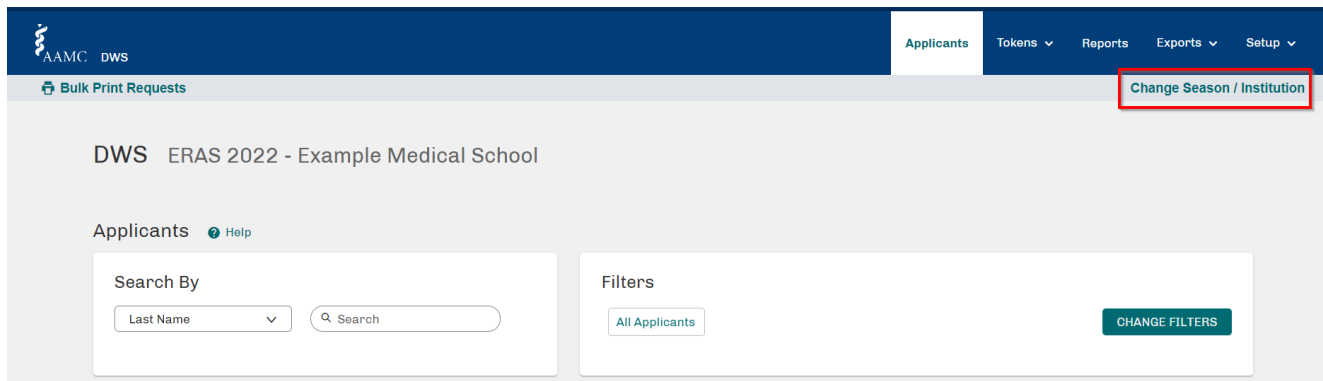
Sign into the Dean's Office WorkStation (DWS) with an AAMC account. You may already have an AAMC account if you have used another AAMC service in the past. If you do not have an AAMC account, you will need to register for one before you can access DWS.

Logging into DWS

1. Go to <https://eras.aamc.org/eras-dws-web/>.
 2. Login with your AAMC username and password.
 3. If you forgot your username or password, click on *Forgot your username? Or Forgot your password?*
 4. If you don't have an account, click on the *Create Account* option to register for one.
- If you are experiencing issues accessing the DWS, you should have a registered school contact reach out to the ERAS Client Technical Support for assistance.

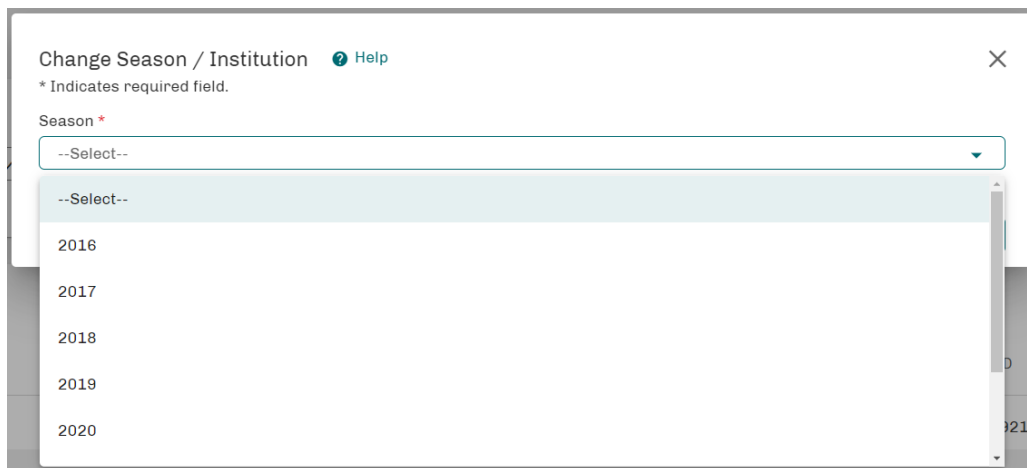
Multiple Campus Access

Some users may work across multiple institutions/campuses. To do this, the user must use the same AAMC account to login to DWS for each institution/campus. The user will be able to switch between accounts by selecting *Change Season/Institution* in DWS and then following the prompt.



Multiple Season Access

DWS users can switch between seasons by clicking *Change Season*. Available functions will vary based on the season selected (current, past, or future).





Multiple Season Access

*Previous Seasons
(ERAS 2016 and onwards)*

When logged into a prior season to the current one, the user's functionality will be limited to:

- View applicant information and documents

<i>Current Season (ERAS 2024)</i>	<p>When logged into the current ERAS 2024 application season, users will have full functionality to:</p> <ul style="list-style-type: none">• Create and send current 2024 seasons tokens individually or in bulk through the bulk import feature• View applicant information• Upload MS Transcripts and MSPEs, and view standard ERAS document assignments• View confirmed LoR entries, their respective statuses, and assignments to programs• Run reports and generate exports <p> Note: Tokens are season-specific. Be sure to toggle to the correct season when generating tokens for applicants (either individually or in bulk).</p>
<i>Future Season (ERAS 2025)</i>	<p>When logged into the future ERAS 2025 application season, users will be limited to:</p> <ul style="list-style-type: none">• Create and send current 2025 season tokens individually or in bulk through the bulk import feature• View applicant information• View confirmed LoR entries and their respective statuses <p> Note: When the ERAS 2025 application season officially opens in June 2024, users will have access to all system functions.</p>

Setup

This menu is where an *Admin* user will be able to invite additional users to access DWS as well as manage any current users. The school contact information and dean's information can also be updated using this tab. This area of DWS will not be accessible or viewable by users with a *Manager* or *View Only* role.

Users	
<i>Who has access to manage users?</i>	Only users with the <i>Admin</i> role can access and manage users.
<i>Roles</i>	<p>There are three available roles that can be assigned to users. Only one role can be assigned to a given user.</p> <ul style="list-style-type: none"> • <i>Admin</i> – full access to all DWS functionality. • <i>Manager</i> – access to all DWS functionality except for the ability to view, invite or manage users and advisors. • <i>View Only</i> – Access to view all applicant information, including reports and exports; but cannot create tokens or upload MS Transcripts or MSPEs. • <i>Advisor</i> - The Advisor role allows supporting users to access to some DWS functionality, including reports and exports; but cannot create tokens or upload MS Transcripts or MSPEs. Users with an Advisor role will only be able to view select students assigned to them and their application information.
<i>Adding User</i> <i>(Available to Admin Role Only)</i>	<p>To invite an additional user:</p> <ol style="list-style-type: none"> 1. Click Setup and then click Users. 2. Click "Add user" 3. Enter the user's <i>First Name</i>, <i>Last Name</i>, and <i>Email Address</i>. 4. Select a <i>Role</i> from the list. 5. Click <i>Send Invite</i>. <p>Once you select Send Invite the new user should receive an email invitation and will need to log in with their AAMC account or register for one.</p> <ul style="list-style-type: none"> • Note: If the email is not received within a few minutes, have the user check their spam folders and filters in case it was blocked. The invite email will be sent from aamc_registration@aamc.org.

<i>Pending Invitations</i>	<p>Any users that have been invited to access DWS will be listed under the <i>Pending Invitations</i> section until they log in for the first time.</p> <p>Available actions that can be applied to <i>Pending Invitations</i> include:</p> <ul style="list-style-type: none">• <i>Resend Invite</i> - which will resend the invitation email• <i>Delete User</i> - which will immediately block access for the invitation previously sent.• Note: If an incorrect email was entered for a user, simply delete that invitation and send a new one.
<i>Registered Users</i>	<p>Once an invited user has logged in for the first time, they will appear in the <i>Registered Users</i> section.</p> <p>Available actions that can be applied to <i>Registered Users</i> include:</p> <ul style="list-style-type: none">• <i>Edit User</i> – ability to change a user's role• <i>Delete User</i> - immediately revokes a user's access

School Contacts


<i>About School Contacts</i>	In this section, the school contacts can be listed. The school can list the primary contact and secondary contact information. This information is stored privately for access by ERAS staff only. This data will not be shared with applicants.
<i>Editing Contacts</i>	To edit contact information for the school, click Edit Contact for the respective primary or secondary contact. At a minimum, the contact's First Name, Last Name, Email, and Phone must be entered to update the contact. Click <i>Cancel</i> to exit out of editing the contact or <i>Update</i> to confirm the update.

Dean and School Information

<i>About Dean and School Information</i>	In this section, the school and dean's information can be listed. This information is stored privately for access by ERAS staff only. This data will not be shared with applicants.
<i>Editing Dean Information</i>	To edit Dean information click <i>Edit Dean</i> . At a minimum, the Dean's First Name, Last Name, Designation, Title, Email, and Phone must be entered to update the Dean information. Click <i>Cancel</i> to exit out of editing Dean information or <i>Save</i> to confirm the update.
<i>Editing School Information</i>	To edit School Information, click <i>Edit School Information</i> . At a minimum the Address, City, State, and Zip Code must be entered to update the School information. Click <i>Cancel</i> to exit out of editing school information or <i>Save</i> to confirm the update.


Tokens

This menu allows users with an *Admin* or *Manager* role to create tokens for their students. Users with a *View Only* role can view token information but cannot perform any actions.

Create New	
<i>About Tokens</i>	<p>A token is a one-time access code that applicants use to register on the MyERAS system.</p> <ul style="list-style-type: none"> Applicants can only obtain a token from their Designated Dean's Office. Only one residency token can be issued to each applicant.
<i>Creating a New Token</i>	<p>To individually create tokens for applicants, go to the <i>Tokens</i> menu and select <i>Create New</i>.</p> <p>At a minimum, the applicant's Last Name, First Name, and Email must be entered to create a token. All other fields are optional and will only display locally in DWS.</p> <ul style="list-style-type: none"> Click <i>Cancel</i> to stop the token from being created. Click <i>Save</i> to add the token entry to the token log, without immediately sending it to the applicant's email. Click <i>Save and Send</i> to add the token entry to the token log and immediately send it to the applicant's email.
Bulk Import	
<i>About Bulk Import</i>	<p><i>Bulk Import</i> allows DWS users to import a list of applicants and create multiple tokens at once instead of one by one.</p> <p>The import list must be a CSV file.</p>
<i>Downloading the CSV Template to Import Applicants</i>	<p>A template containing the available fields that can be entered into the import file can be accessed by going to the <i>Tokens</i> menu, selecting <i>Bulk Import</i>, and clicking <i>Download CSV Template</i>.</p>
<i>Entering Applicant Information into CSV Template</i>	<p>Enter applicant information into the template and save the CSV file.</p> <ul style="list-style-type: none"> At a minimum, the applicant's <i>Last Name, First Name, and Email</i> must be entered to create a token. All other fields are optional and will only display locally in the DWS. <p> Note: Do not modify or delete column headers in the template. Doing so could cause an error when importing the list of applicants.</p>
<i>Token field requirements and limitations</i>	<ul style="list-style-type: none"> <i>Last Name</i> is a required field. Only alphanumeric characters can be entered. The character count cannot exceed 50.

	<ul style="list-style-type: none"> • <i>First Name</i> is a required field. Only alphanumeric characters can be entered. The character count cannot exceed 50. • <i>Email</i> is a required field. Must be a valid email address format. • <i>Middle Name</i> is an optional field. Only alphanumeric characters can be entered. The character count cannot exceed 50. • <i>Suffix</i> is an optional field. Valid values include Sr., Jr., I, II, III, IV, V, VI, VII, VIII. • <i>Birth Date</i> is an optional field. MM/DD/YYYY format only. • <i>USMLE ID</i> is an optional field. Numeric characters only. Cannot exceed 8 characters. • <i>NBOME ID</i> is an optional field. Numeric characters only. Cannot exceed 6 characters. (For DO schools ONLY) • <i>Comments</i> is an optional field. Alphanumeric characters only. Cannot exceed 765 characters.
<i>Upload the Completed CSV File</i>	Once the desired applicant information has been entered and saved, go to the <i>Tokens</i> menu, select <i>Bulk Import</i> and click <i>Attach File</i> to upload the completed CSV file.
<i>Preview Applicant Information</i>	Upon uploading the completed CSV file, the applicant information will display so that it can be reviewed before importing it into the system.
<i>Clearing Applicants</i>	<p>If any errors exist with the file or the data entered in the file, the system will display an error message that will include details about the error.</p> <p>If corrections are needed, click <i>Clear Applicants</i>. Then make the necessary changes in the saved CSV file. Make sure to save the changes and then upload the corrected file.</p>
<i>Importing Applicants</i>	<p>If all the applicant information is accurate, click <i>Import Applicants</i>. A confirmation message will display once the applicants are successfully imported and you will be given the option to send the applicants their tokens immediately.</p> <p>If you do not want to send applicants their tokens yet, these applicants will now be displayed in the <i>View All</i> section of the <i>Tokens</i> menu and can be sent the tokens individually or in bulk.</p>
View All	
<i>View All</i>	The tokens list view or <i>View All</i> , displays all applicants who have had a token created by the Designated Dean's Office.

	<p>Columns displayed in the list view are as follows:</p> <ul style="list-style-type: none"> • <i>Full Name (Last Name, First Name, Middle Name)</i> • <i>Email</i> • <i>Birth Date</i> • <i>NBOME ID (DO Schools ONLY)</i> • <i>USMLE ID</i> • <i>Token ID</i> • <i>Status (Token status: New, Sent, Registered)</i> • <i>Status Date</i> <p>Data can be sorted by the <i>Full Name, Email, Status</i> and <i>Status Date</i> columns.</p>
<i>Search</i>	<p>Search for applicants within the tokens list by selecting one of the search criteria options in the <i>Search By</i> drop down list and then entering the associated text. The available search criteria are:</p> <ul style="list-style-type: none"> • <i>Last Name</i> • <i>First Name</i> • <i>Email</i> • <i>Token ID</i> • <i>NBOME ID (DO schools ONLY)</i> • <i>USMLE ID</i> • <i>All</i> <p><i>All</i> is selected by default and allows users to search across all search criteria options.</p>
<i>Create New</i>	<p>The <i>Create New</i> button is a shortcut to the <i>Create New</i> page, where information for new individual tokens is entered.</p>
<i>Save to PDF</i>	<p><i>Save to PDF</i> allows users to save/print the full list of applicants displayed in <i>View All</i>.</p>
<i>Actions</i>	<p>For each token that is created, the following three actions are available:</p> <ul style="list-style-type: none"> • <i>Send Token(s)</i> – Allows users to send an email to the applicant(s) that includes the <i>Token ID</i> and instructions on how to register in the MyERAS system.

	<ul style="list-style-type: none"> • <i>Copy Email</i> – Allows users to copy the emails for the selected applicants to their computer's clipboard. • <i>Delete Tokens</i> – Allows users to delete tokens that have been wrongfully created. Only unregistered tokens with <i>New</i> or <i>Sent</i> statuses can be deleted. If an applicant attempts to register a token that has been deleted in the MyERAS system, they will receive an error alerting them that the token is invalid. Tokens with a <i>Registered</i> status cannot be deleted. <p>All three actions are available prior to the applicant registering their token. Bulk actions are only available to tokens that have the <i>New</i> or <i>Sent</i> status.</p> <p> Note: <i>Token IDs</i> are unique access codes. Be mindful of this when distributing tokens, especially when printing the token email text. Do not give multiple applicants the same <i>Token ID</i>.</p>
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<p><i>Sending Tokens in Bulk</i></p>	<p>Token emails can be sent individually or in bulk. When sending token emails in bulk, applicants will only receive their specific token email. They will not see the names or token information of the other applicants who were included in the bulk send.</p> <p>To send token emails in one bulk action, you must first select the applicants you would like to send the token email to. To do this:</p> <ol style="list-style-type: none"> 1. Mark the checkboxes in the first column, to the left of the <i>FullName</i> column, for each intended applicant. 2. Select <i>Send Token(s)</i> from the <i>Actions</i> drop down menu. 3. Confirm selections when prompted. <p>A confirmation message will display confirming that tokens were successfully sent.</p>
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Practice Token

<p><i>About the Practice Token</i></p>	<p>The practice token allows DWS users access to the MyERAS system so that they can create a mock account. This enables users to experience the application so that they can assist applicants in the application process.</p> <p>Each user will have access to one practice token per season, regardless of role. Once the token is registered, the user will have access to the MyERAS application and several other areas within the MyERAS portal. However, the account is limited, and users will not be able to certify and submit the application and cannot apply to programs.</p>
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How to Access the Practice Token and Register for the MyERAS application.

To access the practice token, go to the *Tokens* menu and select *Practice Token*.

1. Highlight and copy the *Token ID* that appears in the modal.
2. Click the MyERAS link to take you to the MyERAS token registration page.
3. Paste the *Token ID*, which you previously copied from the DWS, into the field.
4. Follow the prompts and complete all required fields.

 **Note:** *NBOME ID* is a required field for DO applicants. Simply enter any 6 numeric characters into the *NBOME ID* field to be able to proceed with token registration. (DO schools only)

5. Once the token registration is complete, a message will display letting you know you have successfully registered, and you can access the MyERAS application.

To access the MyERAS system after your practice token has been registered, select

Practice Token in the *Tokens* menu and click the MyERAS link.

Your login information for DWS and the MyERAS application are the same. If you are logged into DWS, when you click on the MyERAS link you will automatically be logged into the MyERAS system using the same credentials. However, if you are not logged into the DWS and access the MyERAS login page from the website, you will be prompted to login again.

Applicants

This menu allows DWS users to upload documents, view an applicant's document assignments, track the status of those documents, view a list of programs applied to by the applicant, access the activity log and add/view comments made on an applicant's record. Users with an *Admin* or *Manager* role have full access to all functionality in this area. Users with a *View Only* role can view token information but cannot perform any actions.

Applicants	
<i>Applicants</i>	<p>Selecting <i>Applicants</i> will provide a list view that displays all applicants who have registered tokens issued by the Designated Dean's Office.</p> <p>Columns displayed in the list view are as followed:</p> <ul style="list-style-type: none"> • <i>Full Name (Last Name, First Name, Middle Name)</i> • <i>Email</i> • <i>AAMC ID</i> • <i>NBOME ID (DO schools ONLY)</i> • <i>USMLE ID (All schools – MD and DO)</i> <p>Data can be sorted by Full Name and Email columns</p>
<i>Search</i>	<p>The <i>Search</i> functionality allows users to search by selecting any of fields in the drop-down list.</p> <p>The available <i>Search</i> fields are as follows:</p> <ul style="list-style-type: none"> • <i>Last Name</i> • <i>First Name</i> • <i>Email</i> • <i>AAMC ID</i> • <i>NBOME ID (DO schools ONLY)</i> • <i>USMLE ID (All schools – MD and DO)</i> • <i>All</i> <p><i>All</i> is selected by default and allows you to search across all fields.</p> <p>After selecting a search field and entering search text, simply click the search icon to display search results.</p>
<i>Filters</i>	<p><i>Filters</i> allow users to narrow down the <i>Applicants</i> list by applicant group type. Users may select one of the following options in the <i>Change Filters</i> modal:</p> <ul style="list-style-type: none"> • <i>All Applicants – Current and Prior Year Graduates</i>

- *Current Year Graduates* – Applicants who select 2023 as their degree year for medical education
- *Prior Year Graduates* – Applicants that select a year prior to 2023 as their degree year for medical education

All Applicants is selected by default.

The applicant group type selection can be combined with filters that allow you to further refine your list. A combination of any of the following options can be selected in the *Change Filters* modal:

- *Missing MSPE* – Displays applicants who do not have an MSPE uploaded
- *Missing MS Transcript* – Displays applicants who do not have an MS Transcript uploaded
- *MSPE w/o appendix* – Displays applicants who have an MSPE uploaded but an appendix is not attached
- *MS Transcript w/o appendix* – Displays applicants who have an MS Transcript uploaded but an appendix is not attached
- *MSPE with Appendix* - Displays applicants who have an MSPE uploaded and appendix is also attached
- *MS Transcript with Appendix* - Displays applicants who have an MS transcript uploaded and appendix is also attached
- *Applied to Programs* – Displays applicants who have applied to programs
- *Not Applied to Programs* – Displays applicants who have not applied to programs

Update the filters by selecting *Change Filters* and confirming the filter selection in the pop-up window. Afterwards, each selected filter option will display in the filters section.

To clear any of the filter options, simply click the X to the right of the selected filter option.

The system will retain the filter criteria and filtered list of applicants as you navigate between the *Applicant* list view and the *Applicant Detail* page (accessed by clicking the applicant's name). All filter criteria are automatically cleared when you navigate to a page other than the *Applicant* list view or *Applicant Detail* page.

Bulk Actions

Bulk Actions allows you to execute an action for multiple applicants at once. The available bulk actions are:

- *Copy Email* – Allows user to copy the email address for the selected applicants to their computer's clipboard.
- *Add Comment* – Allows user to add a single comment to multiple applicant records.
- *Add/Update Appendix to MSPE* – Allows user to attach or update an appendix to the MSPE of multiple applicants' records.
 - To use this bulk action, you must first run the *MSPE w/o appendix* or *MSPE with appendix* filter.
- *Add/Update Appendix to MS Transcript* – Allows user to attach or update an appendix to the MS Transcript of multiple applicants' records.
 - To use this bulk action, you must first run the *MSPE w/o appendix* or *MSPE with appendix* filter.
- *Print Application* – Allows user to download and print the applicant documents for multiple applicants' records. The user can select documents that need to be printed and can print each application to a separate PDF or all applications to one PDF.
- To perform a bulk action, you must first select the applicants you would like to perform the action on. This can be done by:
 - Marking the checkboxes in the first column, to the left of the *Full Name* column, for each intended applicant; or marking the checkbox next to *Select All* at the top of the first column.
 - Then select the desired action in the *Action* drop down list.
 - Past print jobs can be found in the *Bulk Print Requests* option.


Applicant Detail View

Applicant Summary

To access the *Applicant Summary*, click the name of the applicant in the list. The summary will provide all the information that is available in the Applicants list view with some additional information that the applicant can enter after they register. Some of these fields, as entered by the applicant in the MyERAS portal, include:

- *Birth Date*
- *AOA member number* (DO schools ONLY)
- *Token ID* (used to register)
- *Degree Year*
- *Prior Year Graduate* indicator
- *Applied to Program* status

Not all these fields will be completed when an applicant first registers, but you should notice that additional information displays as the applicants begin completing and saving their applications.

 **Note:** Selecting or deselecting the *Prior Year Graduate* indicator option will invoke a message prompt explaining that the change is only made locally to the DWS to keep your records accurate and not interrupt a school's workflow. Applicants will still need to make the correction in their MyERAS account by editing the *Medical Education* record under the *Education* section of the application.

	<p>U.S. residency applicants are required to upload their own photo directly into the MyERAS system. When the applicant uploads their photo, it will replace the avatar image that displays by default.</p>
<p><i>Documents</i></p>	<p>The <i>Documents</i> tab of the <i>Applicant Detail</i> view lists all ERAS document types, except the <i>LoRs</i> and <i>Personal Statements</i> which are listed on their own tabs. The following documents are listed by default regardless of the applicant's intent to use or provide the document as part of their application:</p> <ul style="list-style-type: none"> • <i>MSPE</i> • <i>MS Transcript</i> • <i>Application</i> • <i>Photo</i> • <i>COMLEX-USA</i> • <i>USMLE</i> <p>For newly registered applicants, all documents will have a status of <i>Not Uploaded</i>, <i>Not Submitted</i>, or <i>Not Authorized</i> by default.</p> <p>Once documents are uploaded to the ERAS system through the appropriate source, the statuses will begin to change to reflect the actual status of the document along with a date stamp. An informational icon is also displayed and will show a time stamp when users hover over it.</p> <p>Expanding the row for any document will display a list of saved and applied to programs to which the applicant has assigned the document. The <i>MSPE</i> and <i>MS Transcript</i> are the only documents that the medical school is responsible for uploading on behalf of their students. Therefore, these are the only documents that will have available actions in the <i>Action</i> column.</p> <p>Since the <i>Application</i>, <i>MSPE</i> and <i>MS Transcript</i> do not need to be assigned and are automatically sent to all programs applied to, a list of programs will not be listed. Instead text that reads "<i>Automatically sent to all programs applied to</i>" is displayed.</p>

Viewing an Applicant's MyERAS Application

When an applicant certifies and submits their application, they are asked if they would like to release their application to their Designated Dean's Office for viewing purposes.

If an applicant answers "Yes" to this question, then a *View* link will be available in the *Actions* column for *Application* on the *Documents* tab. Clicking the *View* link will allow a DWS user to view the applicant's MyERAS application.

If an applicant answers "No" to this question, then *No Available Action* will be displayed in the *Actions* column for *Application* on the *Documents* tab.

Applicants can modify their response to this question at any time throughout the season in the *Application* section of the MyERAS *Dashboard*.

Viewing the USMLE Requests Status Report





Applicants can view the *USMLE Requests Status Report* in the MyERAS system to track the status of their USMLE requests by program. This report is also available in the DWS for schools to view.

A link to view this report will be available in the *Documents* tab, after an applicant has authorized the release of the transcript, assigned the transcript to at least one program, and paid the transcript fee.

- Each row will show a program and the status of the request to the NBME that it was included in.
- Possible statuses include:
 - *Processing Request* – Request is being processed by NBME.
 - *Successful* - A transcript was received from NBME.
 - *Not Matched* - NBME was not able to match the applicant information provided in the MyERAS system. Applicants should verify the following information was correctly entered under the *Personal Information* section of their MyERAS application:
 - *First Name*
 - *Last Name*
 - *USMLE ID*
 - *Date of birth*
 - *Last 4 digits of SSN*
 - *No Scores* - NBME does not have any reportable exam score information on the applicant currently. Possible reasons include:
 - Scores have not been reported yet.
 - Applicant has registered but not yet taken the exam.
 - Non-candidate score history only (scores are not reportable).
 - FLEX history only (FSMB must be contacted).
 - NBME score history only, no USMLE score history.
 - Applicant is certified on previous examinations but has requested the USMLE transcript.
 - For further assistance with *No Score* or *Not Matched* statuses, the applicant should contact NBME for more information regarding their transcript request.
 - Once the request has been fulfilled by NBME and the ERAS system has successfully received the USMLE transcript, the *Transmission Status* will update to *Successful*; the date and time will populate under the *Most Recent Successful Request Date*; and the *Scores Included* (i.e. *Step 1*) along

	<p>with the associated <i>Exam Date</i> for each exam step will populate under the respective columns.</p> <ul style="list-style-type: none"> • Any subsequent requests for a program sent to NBME after selecting <i>Resend My Scores</i> will be reflected under the <i>Most Recent Request Date</i> and <i>Transmission Status</i>. • Once any subsequent requests for a program have been fulfilled by NBME and the ERAS system has successfully received the latest USMLE transcript, the <i>Transmission Status</i> will update to <i>Successful</i>; the latest date and time will populate under the <i>Most Recent Successful Request Date</i>; and the <i>Scores Included</i> along with the associated <i>Exam Date</i> for each exam step, will be updated to include any recently released exam steps (if available) under the respective columns.
<p><i>Viewing the COMLEX-USA Requests Status Report (DO Schools Only)</i></p>	<p>Applicants can view the <i>COMLEX-USA Requests Status Report</i> in the MyERAS system to track the status of their <i>COMLEX-USA</i> requests by program. This report is also available in the DWS for schools to view.</p> <p>A link to view this report will be available in the <i>Documents</i> tab after an applicant has authorized the release of the transcript, assigned the transcript to at least one program, and paid the transcript fee.</p> <ul style="list-style-type: none"> • Each row will show a program and the status of the request to NBOME that it was included in. • Possible statuses include: <ul style="list-style-type: none"> – <i>Processing Request</i> – Request is being processed by NBOME. – <i>Successful</i> - A transcript was received from NBOME. – <i>Not Matched</i> - NBOME was not able to match the applicant information provided in the MyERAS system. Applicants should verify the following information was correctly entered under the <i>Personal Information</i> of their MyERAS application: <ul style="list-style-type: none"> ○ <i>First Name</i> ○ <i>Last Name</i> ○ <i>NBOME ID</i> ○ <i>Date of birth</i> ○ Last 4 digits of SSN – <i>No Scores</i> - NBOME does not have any reportable exam scores information on the applicant currently. Possible reasons include: <ul style="list-style-type: none"> ○ Scores have not been reported yet. ○ Applicant has registered but not yet taken the exam. ○ Non-candidate score history only (scores are not reportable).


	<ul style="list-style-type: none"> ○ FLEX history only (FSMB must be contacted). ○ NBOME score history only, no COMLEX-USA score history. ○ Applicant is certified on previous examinations but has requested the COMLEX-USA transcript. <p>– For further assistance with <i>No Score</i> or <i>Not Matched</i> statuses, the applicant should contact NBOME for more information regarding their transcript request.</p> <ul style="list-style-type: none"> ● Once the request has been fulfilled by NBOME and the ERAS system has successfully received the COMLEX-USA transcript, the <i>Transmission Status</i> will update to <i>Successful</i>; the date and time will populate under the <i>Most Recent Successful Request Date</i>; and the <i>Scores Included</i> (i.e. <i>Step 1</i>) along with the associated <i>Exam Date</i> for each exam step will populate under the respective columns. ● Any subsequent requests for a program sent to NBOME after selecting <i>Resend My Scores</i> will be reflected under the <i>Most Recent Request Date</i> and <i>Transmission Status</i>. <p>Once any subsequent requests for a program have been fulfilled by NBOME and the ERAS system has successfully received the latest COMLEX-USA transcript, the <i>Transmission Status</i> will update to <i>Successful</i>; the latest date and time will populate under the <i>Most Recent Successful Request Date</i>; and the <i>Scores Included</i> along with the associated <i>Exam Date</i> for each exam step, will be updated to include any recently released exam steps (if available) under the respective columns.</p>
<p>Uploading an MSPE</p>	<p>MSPE file must meet the following file requirements:</p> <ul style="list-style-type: none"> ● Must be on 8.5 x 11-inch paper ● File size, including any applicable appendices, cannot exceed 1200 KB ● Must be attached as a PDF file ● It may include images <p>MSPEs can be uploaded individually for each applicant in the <i>Applicants</i> list. This can be done by:</p> <ol style="list-style-type: none"> 1. Click the intended applicant's name in the <i>Applicants</i> list to open the applicant's details. 2. Go to the <i>Documents</i> tab and select <i>Upload</i> in the <i>Action</i> column of the MSPE row. 3. Browse to the MSPE file. 4. Click <i>Release</i> to upload the document.

	<p>If the max file size is exceeded, the DWS will not be able to upload the <i>MSPE</i>.</p> <p> Note: Protected or encrypted PDFs do not allow attachments (including an appendix). The <i>Add Appendix</i> option in the <i>Action</i> column will not work if the security on the file prohibits any additions to the document.</p> <p> Note: If a secured PDF MSPE is uploaded and later an appendix needs to be attached, a file will need to be created externally that includes the MSPE and appendix together, and then uploaded using the <i>Replace</i> option in the <i>Action</i> column.</p> <p>Once the protected PDF file is uploaded to the system, a watermark will appear on the document that says – Copy of Official Transcript –. This watermark is visible when viewing the uploaded document in the DWS and programs will also see the watermark when viewing the document in PDWS.</p> <p>MSPEs can be uploaded at any time and are sent to all programs an applicant applies to but are not visible to ACGME- accredited residency programs, or military programs until September 28, 2022 at 9:00 a.m. ET.</p>
<p><i>Uploading an MS Transcript</i></p>	<p>MS Transcript file must meet the following file requirements:</p> <ul style="list-style-type: none"> • Must be on 8.5 x 11-inch paper • File size, including any applicable appendices, cannot exceed 1200 KB • Must be attached as a PDF file • It may include images <p><i>MS Transcript</i> can be uploaded individually for each applicant in the <i>Applicants</i> list. This can be done by:</p> <ol style="list-style-type: none"> 1. Click the intended applicant's name in the <i>Applicants</i> list to open the applicant's details. 2. Go to the <i>Documents</i> tab and select <i>Upload</i> in the <i>Action</i> column of the MS Transcript row. 3. Browse to the MS Transcript file. 4. Click <i>Release</i> to upload the document. <p>If the maximum file size is exceeded, the DWS will not be able to upload the MS Transcript.</p> <p> Note: Protected or encrypted PDFs do not allow attachments (including an appendix). The <i>Add Appendix</i> option in the <i>Action</i> column will not work if the security on the file prohibits any additions to the document.</p> <p> Note: If a secured PDF MS Transcript is uploaded and later an</p>

	<p>appendix needs to be attached, a file will need to be created externally that includes the MS Transcript and appendix together, and then uploaded using the <i>Replace</i> option in the column.</p> <p>Once the protected PDF file is uploaded to the system, a watermark will appear on the document that says – Copy of Official Transcript –. This watermark is visible when viewing the uploaded document in the DWS and programs will also see the watermark when viewing the document in PDWS.</p> <p>MS Transcripts can be uploaded at any time and are sent to all programs an applicant applies to.</p>
<p><i>MS Transcript for Transfer Students</i></p>	<p>Transfer students may provide residency programs with the full medical school record in electronic form and maintain full compliance with the Family Educational Rights and Privacy Act (FERPA). As an example:</p> <ol style="list-style-type: none"> 1. The student may send a request to their first medical school requesting a copy of their transcript be sent to their second medical school. 2. The first medical school may send the transcript to the second school, noting on the form that the transcript is issued for the sole purpose of being used in the ERAS application. 3. The second school may maintain a record of this documentation with the transcript from the first medical school and scan the transcript in as part of the transcript file in the DWS.

Letters of Recommendation


The *Letters of Recommendation* tab will display the LoR information that an applicant has entered and confirmed in the MyERAS system for each *LoR Author* that they intend to have write a letter on their behalf.

 **Note:** LoRs can only be uploaded by the *LoR Author* or their designee through the ERAS LoR Portal.

For each confirmed LoR, the following information will be displayed:

- LoR information
 - *PD (Program Director)/DC (Department Chair) LoR indicator*
 - *LoR Author Name*
 - *LoR Author Title/Department*
 - *Viewing Rights Waived indicator*
 - *Specialty*
 - *Letter ID*
 - *Status*

Expanding the row for any LoR will display a list of saved and applied to programs to which the applicant has assigned the LoR.

<i>Personal Statements</i>	<p>The <i>Personal Statements</i> tab will display a list of personal statements an applicant has created and the status of each personal statement. DWS users will not be able to see the actual content of the personal statement.</p> <p>Expanding the row for any personal statement will display a list of saved and applied to programs to which the applicant has assigned the personal statement.</p>
<i>Programs</i>	<p>The <i>Programs</i> tab will display a list of <i>Programs Applied To</i> and <i>Programs Withdrawn From</i> (if applicable). For each program listed, DWS users will see the following:</p> <ul style="list-style-type: none"> • <i>Program Name</i> • <i>Specialty</i> • <i>Training Name NRMP Code</i> • <i>Training Type</i> • <i>Applied Dates</i> <p>Expanding the row for any program listed will display a list of documents that have been assigned to that program, along with the status of each document, and the date the applicant applied to the program.</p>
<i>Activity Log</i>	<p>The <i>Activity Log</i> displays all actions taken on an applicant's record by any DWS user, such as when a document was uploaded or replaced, adding a comment, etc.</p> <p>It also displays one-time actions taken by the applicant in the MyERAS system, such as when they registered their token, certified and submitted their application, and the first time they applied to programs.</p> <p>For each action, the following is displayed:</p> <ul style="list-style-type: none"> • <i>Action</i> • <i>Status Date/Time</i> • <i>User</i>
<i>Comments</i>	<p>The <i>Comments</i> tab allows DWS users to enter comments specific to the applicant.</p> <p>This feature can be utilized for record keeping of communications between the applicant and the Dean's Office or any other means that the school sees fit.</p> <p> Note: Applicants do not have access and cannot view these comments.</p> <p>For each comment entered, the following will display:</p> <ul style="list-style-type: none"> • <i>Comment</i> • <i>Date/Time</i> • <i>User</i>

	Comments entered when creating a token for an applicant will also display on the <i>Comments</i> tab.
<i>Revoke MyERAS Access</i>	<p>DWS <i>Admin</i> users can revoke an applicant's access to the MyERAS system after a token has been issued and registered by the applicant. This feature of the DWS can be used if the school determines that an applicant no longer qualifies to apply for residency.</p> <p><i>Admin</i> users will be able to reinstate access when desired. When access is reinstated, the applicant will be able to login to their application and resume their work.</p> <p>To revoke access:</p> <ol style="list-style-type: none"> 1. Click the intended applicant's name in the Applicants list to open the applicant's details 2. On the applicant's detail page, click the button to the right of the applicant's name at the top of the page 3. Select <i>Revoke MyERAS Access</i> 4. Review the applicant's information in the confirmation window and click <i>Confirm</i> <p>You will see a confirmation message appear, at which point the applicant will no longer be able to login to the MyERAS system and access their account. This applicant will still appear in your Applicant List View, but their information will appear with a strike through.</p> <p>To reinstate access:</p> <ol style="list-style-type: none"> 1. Click the intended applicant's name in the Applicants list to open the applicant's details 2. On the applicant's detail page, click the button to the right of the applicant's name at the top of the page 3. Select <i>Reinstate MyERAS Access</i> 4. Review the applicant's information in the confirmation window and click <i>Confirm</i> <p>You will see a confirmation message appear, at which point the applicant will now be able to login to the MyERAS system and access their account.</p>

Advisors (Manage Advisors)

Users with an Admin role can manage and assign students to users with the Advisor role. Users with an Advisor role will be able to view the application information, documents, applied programs, and available interview information for students who have been assigned to them. Users with an Advisor role will not be able to upload MSPE or MS Transcript documents for applicants.

Manage Advisors (admin role only)

<p><i>By Applicant</i></p>	<p>A list of students with their respective advisors assigned to them.</p> <ul style="list-style-type: none"> • <i>Manage Advisor (for single applicant)</i> – Assign or unassign advisors to a single applicant. • <i>Bulk Actions</i> – Allows users to Bulk Assign and/or Bulk Unassign advisors to students. <p><i>Filter</i> – Users can filter for the following:</p> <ul style="list-style-type: none"> • <i>Applicants without advisors.</i> • <i>Applicants with a single advisor.</i> • <i>Applicants with multiple advisors.</i>
<p><i>By Advisor</i></p>	<p>A list of Advisors with their respective students assigned to them.</p> <ul style="list-style-type: none"> • <i>Manage Applicants (for single advisor)</i> – Assign or unassign students to a single advisor. • <i>Bulk Actions</i> – Allows users to Bulk Assign and/or Bulk Unassign students to advisors. <p><i>Filter</i> – users can filter for the following:</p> <ul style="list-style-type: none"> • <i>Advisors without applicants.</i> • <i>Advisors with a single applicant.</i> • <i>Advisors with multiple applicants.</i>

Reports

This menu allows you to run reports on the applicant data in the DWS. All DWS users can run reports.

Reports	
<i>Applicant Roster</i>	<p>Report of all applicants who have registered in the MyERAS system using a token created by this institution/campus.</p> <p>By default, the following fields are displayed:</p> <ul style="list-style-type: none"> • <i>Name</i> • <i>AAMC ID</i> • <i>Prior Year Graduate</i> • <i>Degree Year</i> • <i>Applicant Status</i>
<i>Applicants by Programs by Specialty</i>	<p>Report of all applicants by programs applied to, grouped by specialty.</p> <p>Applicants who have not applied to programs will not appear in this report.</p> <p>By default, this report will display both <i>Prior Year Graduates</i> and <i>Current Year Graduates</i>. Users can unmark the Prior Year Graduates and Current Year Graduates checkboxes to filter report data.</p>
<i>Average Application Count by Specialty</i>	<p>Report on the average number of applications submitted to programs for each specialty applied to by applicants.</p>
<i>Documents by Applicants</i>	<p>Consists of two summary reports:</p> <ul style="list-style-type: none"> • <i>All Applicants</i> - Reports on the statuses of all documents associated with each registered applicant. • <i>Applicants with Missing Documents</i> – Reports on applicants who have at least one missing document. This report allows users to filter by document type.
<i>Programs by Specialty by Applicant</i>	<p>Consist of two summary reports:</p>

	<ul style="list-style-type: none"> • <i>Specialties without Programs</i> – Report of all specialties applied to by applicants. Includes a count of specialties and programs applied to. • <i>Specialties with Programs</i> – Report of all programs applied to by specialty for each applicant. Includes a count of specialties and programs applied to. <p>By default, this report will display both <i>Prior Year Graduates</i> and <i>Current Year Graduates</i>. Users can unmark the Prior Year Graduates and Current Year Graduates checkboxes to filter report data.</p>
<i>Training by Applicants by Specialty</i>	<p>Consists of two summary reports:</p> <ul style="list-style-type: none"> • <i>Applicants with Training details</i> – Report on training types applied to by applicant, grouped by specialty. • <i>Applicants without Training details</i> – Report on specialties applied to by applicants. Includes a count of applications submitted to each specialty and trainings. <p>Applicants who have not applied to any programs will not be listed in this report.</p> <p>By default, this report will display both <i>Prior Year Graduates</i> and <i>Current Year Graduates</i>. Users can unmark the Prior Year Graduates and Current Year Graduates checkboxes to filter report data.</p>
<i>Interview Status by Applicant</i>	<p>Report on applicants and interview statuses grouped by applicant and then by status type. The number of programs applicants received invitations from is listed for each status type. Each interview status can be expanded to display the program name, specialty, status, date and interview data source.</p> <p>The interview information for each applicant is organized by the following statuses:</p> <ul style="list-style-type: none"> • Invited – applicant has received an interview invitation but has not taken any action • Scheduled – applicant has scheduled for an interview date • Waitlisted – applicant has waitlisted for an interview date(s) • Declined/Cancelled – applicant has declined or cancelled to interview with a program <ul style="list-style-type: none"> • Note: Applicants must opt into releasing their interview information in the MyERAS system for interview information to be shared with their DDO. Applicants may toggle this on or off throughout the season. • Note: By default, only interview events scheduled through the ERAS system (ERAS RSVP events) are shared with the DWS. Interviews scheduled outside of the ERAS system (Applicant-Entered events) will need to be input by the applicant (via the ERAS Calendar) to be shared.

Report Actions

Saving to PDF

Save to PDF allows users to save the report as it is displayed in a PDF file. Once the report is saved as a PDF, it can be printed.

This option is available for all reports.

Exports

This section allows users to create custom reports that are generated in a CSV file using the applicant data in the DWS. All users can access Exports.

Exports	
<i>Applicant Data</i>	<p>This option allows users to export applicant information.</p> <p>Filters can be used to identify specific applicants who need to be included in the export. Users may select one of the following options listed under <i>Applicant Type</i>:</p> <ul style="list-style-type: none"> • <i>All Applicants</i> – Current and Prior Year Graduates • <i>Current Year Graduates</i> – Applicants who select 2024 as their degree year for medical education • <i>Prior year Graduates</i> – Applicants who select a year prior to 2023 as their degree year for medical education <p><i>All Applicants</i> is selected by default.</p> <p>Users may combine the <i>Applicant Type</i> filter with the <i>Applicant Status</i> filter. One of the following options may be selected under <i>Applicant Status</i>:</p> <ul style="list-style-type: none"> • <i>All Applicants</i> – Applicants who have applied to programs and applicants who have not applied to programs • <i>Applied to Program(s)</i> – Applicants who have applied to at least 1 (one) program • <i>Not Yet Applied to Program(s)</i> – Applicants who have not applied to any programs <p><i>All Applicants</i> is selected by default.</p> <p>The following <i>Applicant Data</i> export options can be selected by clicking the checkbox beside the data field:</p> <ul style="list-style-type: none"> • <i>Full Name</i> • <i>First Name</i> • <i>Last Name</i> • <i>Middle Name</i> • <i>Suffix</i> • <i>Birth Date</i> • <i>Email</i> • <i>Degree Year</i> • <i>Prior Year Graduate</i> • <i>AAMC ID</i> • <i>Token ID</i> • <i>AOA ID (DO schools only)</i> • <i>NBOME ID (DO schools only)</i>

	<ul style="list-style-type: none"> ● <i>USMLE ID</i> ● <i>Applicant Status</i> ● <i>Registration Date</i> ● <i>Applied to Program(s)</i> ● <i>Date First Applied</i> ● <i>Comment(s)</i> <p><i>Select All</i> can be used to check all the check boxes listed.</p> <p><i>Clear All</i> can be selected to clear the checkboxes the user selected.</p> <p>The information the user selects will be included in the CSV file.</p>
<p><i>Applicant and Document Data</i></p>	<p>This option allows users to export applicants' document information.</p> <p>Filters can be used to identify specific applicants who need to be included in the export. Users may select one of the following options listed under <i>Applicant Type</i>:</p> <ul style="list-style-type: none"> ● <i>All Applicants</i> – Current and Prior Year Graduates ● <i>Current Year Graduates</i> – Applicants who select 2024 as their degree year for medical education ● <i>Prior Year Graduates</i> – Applicants who select a year prior to 2023 as their degree year for medical education <p><i>All Applicants</i> is selected by default.</p> <p>Users may combine the <i>Applicant Type</i> filter with the <i>Applicant Status</i> filter.</p> <p>One of the following options may be selected under <i>Applicant Status</i>:</p> <ul style="list-style-type: none"> ● <i>All Applicants</i> – Applicants who have applied to programs and applicants who have not applied to programs ● <i>Applied to Program(s)</i> – Applicants who have applied to at least 1 (one) program ● <i>Not Yet Applied to Program(s)</i> – Applicants who have not applied to any programs <p><i>All Applicants</i> is selected by default.</p> <p>The following Applicant Data export options can be selected by clicking the checkbox beside the data field:</p> <ul style="list-style-type: none"> ● <i>Full Name</i> ● <i>First Name</i> ● <i>Last Name</i> ● <i>Middle Name</i> ● <i>Suffix</i> ● <i>Birth Date</i> ● <i>Email</i> ● <i>Degree Year</i> ● <i>Prior Year Graduate</i>

	<ul style="list-style-type: none"> • <i>AAMC ID</i> • <i>Token ID</i> • <i>AOA ID (DO schools only)</i> • <i>NBOME ID (DO schools only)</i> • <i>USMLE ID</i> • <i>Applicant Status</i> • <i>Registration Date</i> • <i>Applied to Program(s)</i> • <i>Date First Applied</i> • <i>Comment(s)</i> <p>The following Document Data export options can be selected by clicking the checkbox beside the data field:</p> <ul style="list-style-type: none"> • <i>Document Type</i> • <i>Document Status</i> • <i>LoR – Author</i> • <i>LoR – Applicant Waive Right to View</i> • <i>LoR – Program Director Indicator</i> • <i>LoR – Department Chair Indicator</i> • <i>LoR – Title/Department</i> • <i>LoR – Letter ID</i> • <i>LoR – Specialty</i> • <i>Original Upload Date</i> • <i>Latest Upload Date</i> • <i>Imported Date</i> <p><i>Select All</i> can be used to check all of the check boxes listed.</p> <p><i>Clear All</i> can be selected to clear the checkboxes the user selected.</p> <p>The information the user selects will be included in the CSV file.</p>
<i>Applicant and Program Data</i>	<p>This option allows users to export information related to programs that applicants applied to.</p> <p>Filters can be used to identify specific applicants who need to be included in the export. Users may select one of the following options listed under <i>Applicant Type</i>:</p> <ul style="list-style-type: none"> • <i>All Applicants</i> – Current and Prior Year Graduates • <i>Current Year Graduates</i> – Applicants who select 2024 as their degree year for medical education • <i>Prior year Graduates</i> – Applicants who select a year prior to 2023 as their degree year for medical education <p><i>All Applicants</i> is selected by default.</p>

	<p>The following <i>Applicant Data</i> export options can be selected by clicking the checkbox beside the data field:</p> <ul style="list-style-type: none"> • <i>Full Name</i> • <i>First Name</i> • <i>Last Name</i> • <i>Middle Name</i> • <i>Suffix</i> • <i>Birth Date</i> • <i>Email</i> • <i>Degree Year</i> • <i>Prior Year Graduate</i> • <i>AAMC ID</i> • <i>Token ID</i> • <i>AOA ID (DO schools only)</i> • <i>NBOME ID (DO schools only)</i> • <i>USMLE ID</i> • <i>Applicant Status</i> • <i>Registration Date</i> • <i>Applied to Program(s)</i> • <i>Date First Applied</i> • <i>Comment(s)</i> <p>The following <i>Program Data</i> export options can be selected by clicking the checkbox beside the data field:</p> <ul style="list-style-type: none"> • <i>Program Name</i> • <i>Program Osteopathic Recognition</i> • <i>Program Specialty</i> • <i>Program Type</i> • <i>Program City</i> • <i>Program State</i> • <i>Program Accreditation ID</i> • <i>Program Training Name</i> • <i>NRMP Program Code</i> • <i>Program Training Type</i> • <i>Training Applied Date</i> <p><i>Select All</i> can be used to check all the check boxes listed.</p> <p><i>Clear All</i> can be selected to clear the checkboxes the user selected.</p> <p>The information the user selects will be included in the CSV file.</p>
<p><i>Saved Favorites</i></p>	<p>This option displays a list of all the user's exports that have been saved as a favorite for the current season. The following <i>Actions</i> can be taken on the user's saved exports:</p>

	<ul style="list-style-type: none"> • <i>Export as CSV</i> • <i>View Criteria</i> • <i>Delete</i>
Exports Actions	
<i>Order Columns</i>	<p><i>Order Columns</i> allows users to arrange the sequence of the applicant information columns in the CSV file. To arrange the selected fields, users must click the fields and drag them to the desired location(s).</p> <p>Columns do not have to be ordered to export the data. The applicant information will display in the default order, if the user does not order the columns.</p>
<i>Save As Favorite</i>	<p><i>Save As Favorite</i> allows users to save custom export selections that the user has chosen for <i>Applicant Data</i>, <i>Applicant and Document Data</i>, or <i>Applicant and Program Data</i>. After entering a <i>Name</i> and an optional <i>Description</i> for the custom export select <i>Save</i>. Favorites will be available in the <i>Saved Favorites</i> option under <i>Exports</i>.</p> <p>The option to <i>Export to CSV</i> is available both on the criteria selection page and as an action on the <i>Saved Favorites</i> section of <i>Exports</i>.</p>
<i>Export to CSV</i>	<p><i>Export to CSV</i> allows users to generate a CSV file, which will contain the applicant information that was selected.</p>

Advisors View (Advisor Role)

The Advisor role allows advisors to review students. Users with an Advisor role will only be able to view select students assigned to them and their application information. Users with an Advisor role will be able to view the application information, documents, applied programs, and available interview information for students who have been assigned to them. Users with an Advisor role will not be able to upload MSPE or MS Transcript documents for applicants.

Applicants	
<i>Applicants</i>	<p>This menu allows Advisors to view an applicant's document assignments, track the status of those documents, view a list of programs applied to by the applicant, access the activity log and add/view comments made on an applicant's record.</p> <p>Selecting <i>Applicants</i> will provide a list view that displays all applicants who have registered tokens issued by the Designated Dean's Office.</p> <p><i>Columns</i> displayed in the list view are as followed:</p> <ul style="list-style-type: none"> • Full Name (Last Name, First Name, Middle Name) • Email • AAMC ID • NBOME ID (DO schools ONLY) • USMLE ID (All schools – MD and DO) <p>Data can be sorted by Full Name and Email columns</p>
<i>Search</i>	<p>The <i>Search</i> functionality allows users to search by selecting any of fields in the drop-down list.</p> <p>The available <i>Search</i> fields are as follows:</p> <ul style="list-style-type: none"> • <i>Last Name</i> • <i>First Name</i> • <i>Email</i> • <i>AAMC ID</i> • <i>NBOME ID (DO schools ONLY)</i> • <i>USMLE ID (All schools – MD and DO)</i> • <i>All</i> <p><i>All</i> is selected by default and allows you to search across all fields. After selecting a search field and entering search text, simply click the search icon to display search results.</p>

<p><i>Filters</i></p>	<p><i>Filters</i> allow users to narrow down the <i>Applicants</i> list by applicant group type. Users may select one of the following options in the <i>Change Filters</i> modal:</p> <ul style="list-style-type: none"> • <i>All Applicants</i> – Current and Prior Year Graduates • <i>Current Year Graduates</i> – Applicants who select 2023 as their degree year for medical education • <i>Prior Year Graduates</i> – Applicants that select a year prior to 2023 as their degree year for medical education <p>All Applicants is selected by default.</p> <p>The applicant group type selection can be combined with filters that allow you to further refine your list. A combination of any of the following options can be selected in the Change Filters modal:</p> <ul style="list-style-type: none"> • <i>Missing MSPE</i> – Displays applicants who do not have an MSPE uploaded • <i>Missing MS Transcript</i> – Displays applicants who do not have an MS Transcript uploaded • <i>MSPE w/o appendix</i> – Displays applicants who have an MSPE uploaded but an appendix is not attached • <i>MS Transcript w/o appendix</i> – Displays applicants who have an MS Transcript uploaded but an appendix is not attached • <i>MSPE with Appendix</i> - Displays applicants who have an MSPE uploaded and appendix is also attached • <i>MS Transcript with Appendix</i> - Displays applicants who have an MS transcript uploaded and appendix is also attached • <i>Applied to Programs</i> – Displays applicants who have applied to programs • <i>Not Applied to Programs</i> – Displays applicants who have not applied to programs <p>Update the filters by selecting Change Filters and confirming the filter selection in the pop-up window. Afterwards, each selected filter option will display in the filters section.</p> <p>To clear any of the filter options, simply click the X to the right of the selected filter option.</p> <p>The system will retain the filter criteria and filtered list of applicants as you navigate between the Applicant list view and the Applicant Detail page (accessed by clicking the applicant's name). All filter criteria are automatically</p>

	cleared when you navigate to a page other than the Applicant list view or Applicant Detail page.
<i>Bulk Actions</i>	<p>Bulk Actions allows you to execute an action for multiple applicants at once. The available bulk actions are:</p> <ul style="list-style-type: none">• <i>Copy Email</i> – Allows user to copy the email address for the selected applicants to their computer's clipboard.• <i>Add Comment</i> – Allows user to add a single comment to multiple applicant records. <p>To perform a bulk action, you must first select the applicants you would like to perform the action on.</p> <p>This can be done by:</p> <ul style="list-style-type: none">• Marking the checkboxes in the first column, to the left of the Full Name column, for each intended applicant; or marking the checkbox next to Select All at the top of the first column.• Then select the desired action in the Action drop down list.

Applicant Detail View

Applicant Summary

To access the *Applicant Summary*, click the name of the applicant in the list. The summary will provide all the information that is available in the Applicants list view with some additional information that the applicant can enter after they register. Some of these fields, as entered by the applicant in the MyERAS system, include:

- Birth Date
- AOA member number (DO schools ONLY)
- Token ID (used to register)
- Degree Year
- Prior Year Graduate indicator
- Applied to Program status

Not all these fields will be completed when an applicant first registers, but you should notice that additional information displays as the applicants begin completing and saving their applications.

- **Note:** Selecting or deselecting the *Prior Year Graduate* indicator option will invoke a message prompt explaining that the change is only made locally to the DWS to keep your records accurate and not interrupt a school's workflow. Applicants will still need to make the correction in their MyERAS account by editing the *Medical Education* record under the *Education* section of the application.
- U.S. residency applicants are required to upload their own photo directly in the MyERAS system. When the applicant uploads their photo, it will replace the avatar image that displays by default.

<p><i>Documents</i></p>	<p>The <i>Documents</i> tab of the <i>Applicant Detail</i> view lists all ERAS document types, except the <i>LoRs</i> and <i>Personal Statements</i> which are listed on their own tabs. The following documents are listed by default regardless of the applicant's intent to use or provide the document as part of their application:</p> <ul style="list-style-type: none"> • <i>MSPE</i> • <i>MS Transcript</i> • <i>Application</i> • <i>Photo</i> • <i>COMLEX-USA</i> • <i>USMLE</i> <p>For newly registered applicants, all documents will have a status of <i>Not Uploaded</i>, <i>Not Submitted</i>, or <i>Not Authorized</i> by default.</p> <p>Once documents are uploaded to the ERAS system through the appropriate source, the statuses will begin to change to reflect the actual status of the document along with a date stamp. An informational icon is also displayed and will show a time stamp when users hover over it.</p> <p>Expanding the row for any document will display a list of saved and applied to programs to which the applicant has assigned the document. The <i>MSPE</i> and <i>MS Transcript</i> are the only documents that the medical school is responsible for uploading on behalf of their students.</p> <p>Since the <i>Application</i>, <i>MSPE</i> and <i>MS Transcript</i> do not need to be assigned and are automatically sent to all programs applied to, a list of programs will not be listed. Instead, text that reads "<i>Automatically sent to all programs applied to</i>" is displayed.</p>
<p><i>Viewing an Applicant's MyERAS Application</i></p>	<p>When an applicant certifies and submits their application, they are asked if they would like to release their application to their Designated Dean's Office for viewing purposes.</p> <p>If an applicant answers "<i>Yes</i>" to this question, then a <i>View</i> link will be available in the <i>Actions</i> column for <i>Application</i> on the <i>Documents</i> tab. Clicking the <i>View</i> link will allow a DWS user to view the applicant's MyERAS application.</p> <p>If an applicant answers "<i>No</i>" to this question, then <i>No Available Action</i> will be displayed in the <i>Actions</i> column for <i>Application</i> on the <i>Documents</i> tab. Applicants can modify their response to this question at any time throughout the season in the <i>Application</i> section of the <i>MyERAS Dashboard</i>.</p>

Viewing the USMLE Requests Status Report

Applicants can view the *USMLE Requests Status Report* in the MyERAS system to track the status of their USMLE requests by program. This report is also available in the DWS for schools to view.


A link to view this report will be available in the *Documents* tab, after an applicant has authorized the release of the transcript, assigned the transcript to at least one program, and paid the transcript fee.


- Each row will show a program and the status of the request to the NBME that it was included in.

Possible statuses include:


- *Processing Request* – Request is being processed by NBME.
- *Successful* - A transcript was received from NBME.
- *Not Matched* - NBME was not able to match the applicant information provided in the MyERAS system. Applicants should verify the following information was correctly entered under the *Personal Information* section of their MyERAS application:
 - *First Name*
 - *Last Name* ○ *USMLE ID*
 - *Date of birth*
 - *Last 4 digits of SSN*
- *No Scores* - NBME does not have any reportable exam score information on the applicant currently. Possible reasons include:
 - Scores have not been reported yet.
 - Applicant has registered but not yet taken the exam.
 - Non-candidate score history only (scores are not reportable).
 - FLEX history only (FSMB must be contacted).
 - NBME score history only, no USMLE score history.
 - Applicant is certified on previous examinations but has requested the USMLE transcript.
- For further assistance with *No Score* or *Not Matched* statuses, the applicant should contact NBME for more information regarding their transcript request.
- Once the request has been fulfilled by NBME and the ERAS program has successfully received the USMLE transcript, the *Transmission Status* will update to *Successful*; the date and time will populate under the *Most Recent Successful Request Date*; and the *Scores Included* (i.e. *Step 1*) along with the associated Exam Date for each exam step will populate under the respective columns.
- Any subsequent requests for a program sent to NBME after selecting *Resend My Scores* will be reflected under the *Most Recent Request Date* and *Transmission Status*.

	<p>Once any subsequent requests for a program have been fulfilled by NBME and the ERAS program has successfully received the latest USMLE transcript, the Transmission Status will update to Successful; the latest date and time will populate under the Most Recent Successful Request Date; and the Scores Included along with the associated Exam Date for each exam step, will be updated to include any recently released exam steps (if available) under the respective columns.</p>
<p><i>Viewing the COMLEX-USA Requests Status Report (DO Schools Only)</i></p>	<p>Applicants can view the COMLEX-USA Requests Status Report in the MyERAS system to track the status of their COMLEX-USA requests by program. This report is also available in the DWS for schools to view. A link to view this report will be available in the Documents tab after an applicant has authorized the release of the transcript, assigned the transcript to at least one program, and paid the transcript fee.</p> <ul style="list-style-type: none"> • Each row will show a program and the status of the request to NBOME that it was included in. Possible statuses include: <ul style="list-style-type: none"> • Processing Request – Request is being processed by NBOME. • Successful - A transcript was received from NBOME. • Not Matched - NBOME was not able to match the applicant information provided in the MyERAS system. Applicants should verify the following information was correctly entered under the Personal Information of their MyERAS application: <ul style="list-style-type: none"> ○ First Name ○ Last Name ○ NBOME ID ○ Date of birth ○ Last 4 digits of SSN • No Scores - NBOME does not have any reportable exam scores information on the applicant currently. Possible reasons include: <ul style="list-style-type: none"> ○ Scores have not been reported yet. ○ Applicant has registered but not yet taken the exam. ○ Non-candidate score history only (scores are not reportable). ○ FLEX history only (FSMB must be contacted). ○ NBOME score history only, no COMLEX-USA score history. ○ Applicant is certified on previous examinations but has requested the COMLEX-USA transcript. <p>For further assistance with <i>No Score</i> or <i>Not Matched</i> statuses, the applicant should contact NBOME for more information regarding their transcript request.</p>

	<ul style="list-style-type: none"> Once the request has been fulfilled by NBOME and the ERAS program has successfully received the COMLEX-USA transcript, the <i>Transmission Status</i> will update to <i>Successful</i>; the date and time will populate under the <i>Most Recent Successful Request Date</i>; and the <i>Scores Included</i> (i.e. <i>Step 1</i>) along with the associated <i>Exam Date</i> for each exam step will populate under the respective columns. Any subsequent requests for a program sent to NBOME after selecting <i>Resend My Scores</i> will be reflected under the <i>Most Recent Request Date</i> and <i>Transmission Status</i>. <p>Once any subsequent requests for a program have been fulfilled by NBOME and the ERAS program has successfully received the latest COMLEX-USA transcript, the <i>Transmission Status</i> will update to <i>Successful</i>; the latest date and time will populate under the <i>Most Recent Successful Request Date</i>; and the <i>Scores Included</i> along with the associated <i>Exam Date</i> for each exam step, will be updated to include any recently released exam steps (if available) under the respective columns.</p>
<p><i>Letters of Recommendation</i></p>	<p>The Letters of Recommendation tab will display the LoR information that an applicant has entered and confirmed in the MyERAS system for each LoR Author that they intend to have write a letter on their behalf.</p> <p> Note: LoRs can only be uploaded by the LoR Author or their designee through the ERAS LoR Portal.</p> <p>For each confirmed LoR, the following information will be displayed:</p> <ul style="list-style-type: none"> LoR information PD (Program Director)/DC (Department Chair) LoR indicator LoR Author Name LoR Author Title/Department Viewing Rights Waived indicator <ul style="list-style-type: none"> Specialty Letter ID Status <p>Expanding the row for any LoR will display a list of saved and applied to programs to which the applicant has assigned the LoR.</p>
<p><i>Personal Statements</i></p>	<p>The Personal Statements tab will display a list of personal statements an applicant has created and the status of each personal statement. DWS users will not be able to see the actual content of the personal statement.</p> <p>Expanding the row for any personal statement will display a list of saved and applied to programs to which the applicant has assigned the personal statement.</p>

<p><i>Programs</i></p>	<p>The Programs tab will display a list of Programs Applied To and Programs Withdrawn From (if applicable). For each program listed, DWS users will see the following:</p> <ul style="list-style-type: none"> • Program Name • Specialty • Training Name NRMP Code • Training Type • Applied Dates <p>Expanding the row for any program listed will display a list of documents that have been assigned to that program, along with the status of each document, and the date the applicant applied to the program.</p>
<p><i>Activity Log</i></p>	<p>The Activity Log displays all actions taken on an applicant's record by any DWS user, such as when a document was uploaded or replaced, adding a comment, etc.</p> <p>It also displays one-time actions taken by the applicant in the MyERAS system, such as when they registered their token, certified and submitted their application, and the first time they applied to programs.</p> <p>For each action, the following is displayed:</p> <ul style="list-style-type: none"> • Action • Status Date/Time • User
<p><i>Comments</i></p>	<p>The Comments tab allows DWS users to enter comments specific to the applicant.</p> <p>This feature can be utilized for record keeping of communications between the applicant and the Dean's Office or any other means that the school sees fit.</p> <p> Note: Applicants do not have access and cannot view these comments. For each comment entered, the following will display:</p> <ul style="list-style-type: none"> • Comment • Date/Time • User
<p>Tokens</p>	
<p><i>View All</i></p>	<p>The tokens list view or <i>View All</i>, displays all applicants who have had a token created by the Designated Dean's Office.</p> <p>Columns displayed in the list view are as follows:</p> <ul style="list-style-type: none"> • Full Name (Last Name, First Name, Middle Name) • Email • Birth Date


	<ul style="list-style-type: none"> • NBOME ID (DO Schools ONLY) • USMLE ID • Token ID • Status (Token status: New, Sent, Registered) • Status Date <p>Data can be sorted by the <i>Full Name</i>, <i>Email</i>, <i>Status</i> and <i>Status Date</i> columns.</p>
<i>About the Practice Token</i>	<p>The practice token allows DWS users access to the MyERAS system so that they can create a mock account. This enables users to experience the application so that they can assist applicants in the application process. Each user will have access to one practice token per season, regardless of role. Once the token is registered, the user will have access to the MyERAS application and several other areas within the MyERAS portal. However, the account is limited, and users will not be able to certify and submit the application and cannot apply to programs.</p>


<i>How to Access the Practice Token and Register for the MyERAS Application</i>	<p>To access the practice token, go to the <i>Tokens</i> menu and select <i>Practice Token</i>.</p> <ol style="list-style-type: none"> 1. Highlight and copy the <i>Token ID</i> that appears in the modal. 2. Click the MyERAS link to take you to the MyERAS token registration page. 3. Paste the <i>Token ID</i>, which you previously copied from the DWS, into the field. 4. Follow the prompts and complete all required fields. <p> Note: <i>NBOME ID</i> is a required field for DO applicants. Simply enter any 6 numeric characters into the <i>NBOME ID</i> field to be able to proceed with token registration. (DO schools only)</p> <ol style="list-style-type: none"> 5. Once the token registration is complete, a message will display letting you know you have successfully registered, and you can access the MyERAS application. <p>To access the MyERAS application after your practice token has been registered, select <i>Practice Token</i> in the <i>Tokens</i> menu and click the MyERAS link. Your login information for DWS and the MyERAS system are the same. If you are logged into DWS, when you click on the MyERAS link you will automatically be logged into the MyERAS application using the same credentials. However, if you are not logged into the DWS and access the MyERAS login page from the website, you will be prompted to login again.</p>
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Contact the ERAS Program

The ERAS Client Technical Support is available to assist schools with questions about the DWS. The ERAS Client Technical Support can be reached by using the following information:

 @ERASinfo

 Send us a Message

 (202) 862 - 6249

Monday-Friday

8 a.m. - 6 p.m. ET

<https://www.aamc.org/erasmedicalschoools>

The ERAS program provides technical support to applicants. Applicant inquiries that require an immediate response should be forwarded to the ERAS Client Technical Support at [aamc.org/contacteras](https://www.aamc.org/contacteras). However, Designated Dean's Offices should remain the primary resource for advising applicants.