

# 2026 ERAS

Dean's Office  
WorkStation  
(DWS) USER GUIDE



Table of Contents

About the ERAS® Program ..... 1

    ERAS Timeline..... 1

    ERAS Policies ..... 1

    Supported Browsers..... 1

Welcome to the 2026 ERAS Season..... 2

    Efficient MSPE and MS Transcript Document Uploading ..... 2

    New DWS Analytics Dashboards ..... 2

ERAS Participants..... 3

    Designated Dean's Offices..... 3

    Matching Services ..... 4

    Examining Boards ..... 4

    Program Accrediting Bodies ..... 5

Accessing Dean's Office WorkStation ..... 6

    Logging In ..... 6

    Multiple School Access..... 7

    Multiple Season Access ..... 7

Setup ..... 9

    Manage Users..... 9

    School Contacts..... 11

    Dean and School Information..... 11

Tokens ..... 12

    Create New..... 12

    Bulk Import..... 12

    View All..... 14

    Practice Token ..... 16

Applicants..... 17

    Applicants List ..... 17

    Applicant Details..... 20

    Upload Documents for Multiple Applicants ..... 30

Advisors ..... 32

Analytics ..... 33

Exports ..... 34

Contact the ERAS Program ..... 35

## 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® for applicants, Dean's Office WorkStation (DWS) for medical schools, Program Director's Workstation (PDWS) for training programs, and the 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 webpage](#).

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. It is recommended that Apple Mac users use Chrome or Firefox for accessing DWS, as they are supported browsers.

## Welcome to the 2026 ERAS 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 MyERAS.

The following notable enhancements have been made to the DWS for the 2026 ERAS season.

### **Efficient MSPE and MS Transcript Document Uploading**

Users are now able to efficiently upload Medical Student Performance Evaluation (MSPE) and Medical School (MS) Transcript documents for multiple applicants without having to navigate to each applicant's page one-by-one.

For more information on how to utilize this feature, refer to the *Upload Documents for Multiple Applicants* section of this user guide.

### **New DWS Analytics Dashboards**

The new *Application Season Review Dashboard* provides a detailed look at ERAS applications from the current season. It utilizes ERAS and Visiting Student Learning Opportunities (VSLO) data to provide users insight into the rate at which students receive interview invites from their applied programs – segmented by specialty. Users may also review key performance indicators (KPIs) illustrating historical trends of key ERAS application metrics from prior seasons.

The new *Student Planning Dashboard* provides a detailed look on key trends for ERAS interview milestones and VSLO rotation applications for current and prior seasons. Users may review monthly trends, historical residency and rotation applications, and learn the status of active VSLO rotation applications.

For more information on DWS Analytics, refer to the *Analytics* section of this user guide.

## ERAS Participants

The success of the ERAS recruitment process depends on all 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 MyERAS 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).

#### **U.S. Medical Schools**

U.S. medical schools, both Liaison Committee on Medical Education (LCME)- and Commission on Osteopathic College Accreditation (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](mailto:eras-support@ecfm.org)

[ECFMG webpage](#)

#### **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](mailto:support@erasfellowshipdocuments.org)

[EFDO webpage](#)

## Matching Services

### NRMP® (National Resident 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](mailto:support@NRMP.org)

[NRMP webpage](#)

### 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](mailto:resmatch@AUAnet.org)

[Urology Residency Matching Program webpage](#)

## 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 health care 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](mailto:webmail@nbme.org)

[NBME webpage](#)

### 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](mailto:clientservices@nbome.org)

[NBOME webpage](#)

## 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

[ACGME webpage](#)

### 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](mailto:info@abog.org)


[ABOG webpage](#)

## Accessing Dean's Office WorkStation

You may use an existing AAMC account to access the DWS 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 the DWS.

### Logging In

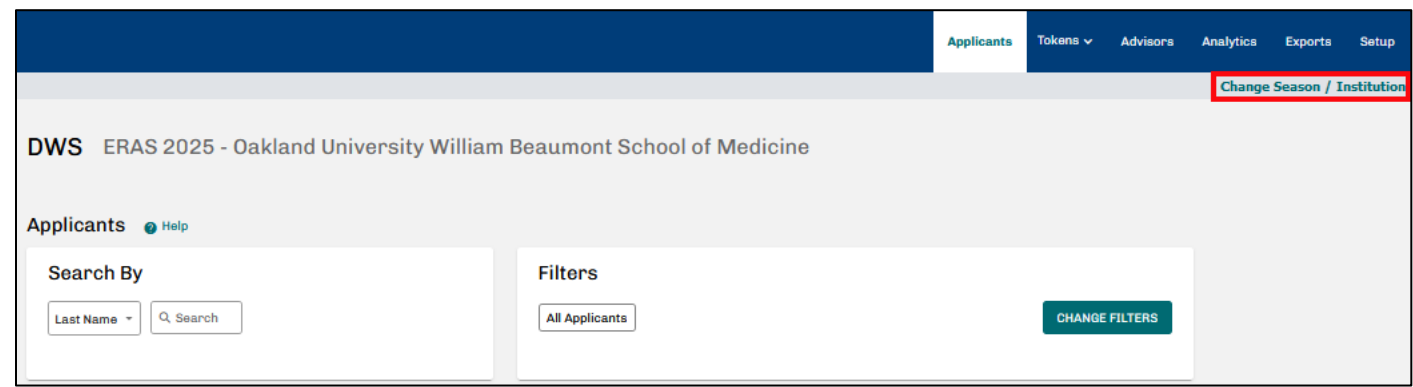
1. Navigate to [the DWS Login page](#).
2. Log in with your AAMC username and password.
3. If you forgot your username or password, click on *Forgot your username?* or *Forgot your password?*
4. If you don't have an account, click on the *Create Account* option to register for one.

 **Note:** If you are experiencing issues accessing the DWS, you should have a registered school contact reach out to the [AAMC Support Center \(ASC\)](#) for assistance.



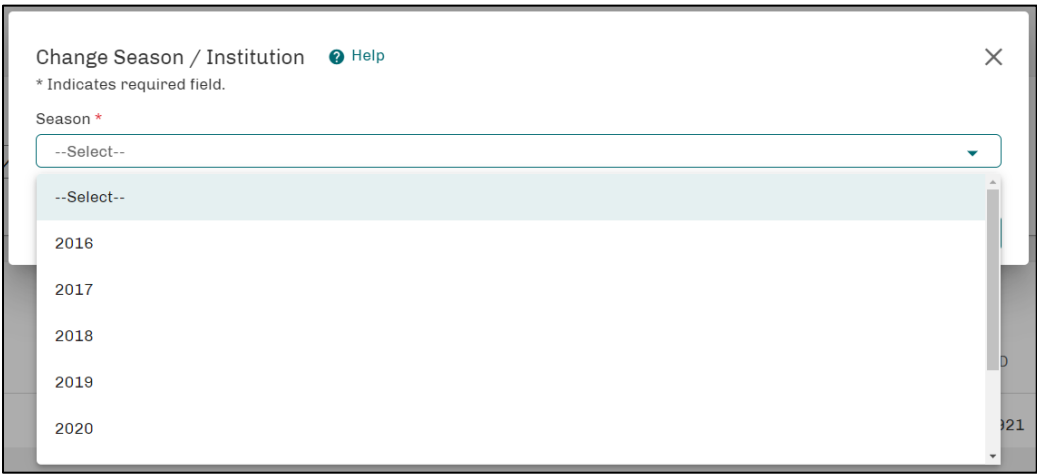
## Multiple School Access

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





## Multiple Season Access

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




<p><i>Previous Seasons</i></p> <p><i>(Up to the previous 7 ERAS seasons)</i></p>	<p>When logged into a season prior to the current one, the user’s functionality will be limited to:</p> <ul style="list-style-type: none"><li>• View tokens.</li><li>• View applicant information and documents.</li><li>• Run reports and generate exports.</li></ul>
--	--


<i>Current Season (2026)</i>	<p>When logged into the current 2026 ERAS season, users will have full functionality to:</p> <ul style="list-style-type: none"> <li>• Create and send current season tokens individually or in bulk through the bulk import feature.</li> <li>• View applicant information.</li> <li>• Upload MSPEs and MS Transcripts.</li> <li>• View standard ERAS document assignments.</li> <li>• View confirmed LoR entries, their respective statuses, and assignments to programs.</li> <li>• Run reports and generate exports.</li> </ul> <p> <b>Note:</b> 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 (2027)</i>	<p>When logged into the future 2027 ERAS season, users will be limited to:</p> <ul style="list-style-type: none"> <li>• Create and send future season tokens individually or in bulk through the bulk import feature.</li> <li>• View applicant information.</li> <li>• View confirmed LoR entries and their respective statuses.</li> <li>• Run reports and generate exports.</li> </ul> <p> <b>Note:</b> When the 2027 ERAS application season officially opens in June 2026, users will have access to all system functions.</p>

## Setup

The *Setup* menu allows users to view and manage school, school contact, and school dean information along with the ability to invite and manage user access to the DWS.

### Manage 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>The following roles may be assigned to users. It is recommended that only 1 role is assigned to a given user.</p> <ul style="list-style-type: none"> <li>• <i>Admin</i> – Access to all the DWS functionality.</li> <li>• <i>Advisor</i> – Access to only view the applicants that have been assigned to them. Users may view and download reports and exports. Users may view tokens but cannot manage tokens. Users cannot manage advisors, upload documents, or manage users.</li> <li>• <i>Manager</i> – Access to all applicants and able to upload documents. Users may view and download reports and exports. Users may create and edit tokens but cannot delete tokens. Users cannot manage advisors or manage users.</li> <li>• <i>View Only</i> – Access to view all applicants. Users may view and download reports and exports. Users may view tokens but cannot manage tokens. Users cannot manage advisors, upload documents, or manage users.</li> </ul>
<i>Adding User</i>	<p>To invite an additional user:</p> <ol style="list-style-type: none"> <li>1. Click <i>Setup</i> and then click <i>Manage Users</i>.</li> <li>2. Click <i>Manage Access</i> for the appropriate Institution.</li> <li>3. Click <i>Invitations</i>.</li> <li>4. Click <i>Invite User</i>.</li> <li>5. Enter the user's <i>First Name</i>, <i>Last Name</i>, and <i>Email Address</i>.</li> <li>6. Click <i>Next</i>.</li> <li>7. Select a <i>Role</i> from the list.</li> <li>8. Click <i>Next</i>.</li> <li>9. Click <i>Send Invite(s)</i>.</li> </ol> <p>Once you click <i>Send Invite(s)</i> the new user should receive an email invitation and will need to log in with their AAMC account or register for one.</p> <p> <b>Note:</b> If the email is not received within a few minutes, have the user</p>

	check their spam folders and filters in case it was blocked. The invite will be sent from <a href="mailto:aamc_registration@aamc.org">aamc_registration@aamc.org</a> .
<i>Pending Invitations</i>	<p>Any users that have been invited to access the DWS will be listed under the <i>Invitations</i> page. Available actions that can be applied to <i>Sent Invitations</i> include:</p> <ul style="list-style-type: none"> <li>• <i>Resend</i> - Which will resend the invitation email.</li> <li>• <i>Revoke</i> - Which will immediately block access for the invitation previously sent.</li> </ul> <p> <b>Note:</b> If an incorrect email was entered for a user, simply revoke that invitation and send a new one.</p>
<i>Registered Users</i>	<p>Once an invited user has logged in for the first time, they will appear in the <i>Users</i> section.</p> <p>Available actions that can be applied to <i>Users</i> include:</p> <ul style="list-style-type: none"> <li>• <i>Extend Roles</i> – Allows users to extend the expiration date of a user's current role by 2 years from the current date.</li> <li>• <i>Grant Roles</i> – Allows users to grant a new role to a user.</li> <li>• <i>Revoke Roles</i> – Allows users to revoke a current role from a user.</li> <li>• <i>View All Roles</i> – Allows users to review all past and present roles that a user has been assigned.</li> </ul>

## School Contacts

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

## Dean and School Information

<i>About Dean and School Information</i>	In this section, the school and dean's information are 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>	<p>To edit Dean Information click <i>Edit Dean</i>.</p> <p>At a minimum, the dean's <i>First Name</i>, <i>Last Name</i>, <i>Designation</i>, <i>Title</i>, <i>Email</i>, and <i>Phone</i> must be entered to update the Dean Information. Click <i>Cancel</i> to exit out of editing Dean Information or click <i>Save</i> to confirm the update.</p>
<i>Editing School Information</i>	<p>To edit School Information, click <i>Edit School Information</i>.</p> <p>At a minimum the <i>Address 1</i>, <i>City</i>, <i>State</i>, and <i>Zip Code</i> must be entered to update the School Information. Click <i>Cancel</i> to exit out of editing School Information or click <i>Save</i> to confirm the update.</p>


## Tokens

The *Tokens* menu allows users to view and manage MyERAS tokens for their students.

### Create New

<i>About Tokens</i>	<p>A token is a one-time access code that applicants use to register for MyERAS.</p> <ul style="list-style-type: none"> <li>Applicants can only obtain a token from their Designated Dean's Office.</li> <li>Only 1 residency token can be issued to each applicant.</li> </ul>
<i>Creating a New Token</i>	<p>To individually create tokens for applicants, click <i>Tokens</i> and then <i>Create New</i>.</p> <p>At a minimum, the applicant's <i>Last Name</i>, <i>First Name</i>, and <i>Email</i> must be entered to create a token. All other fields are optional and will only display in the DWS.</p> <ul style="list-style-type: none"> <li>Click <i>Cancel</i> to stop the token from being created.</li> <li>Click <i>Save</i> to add the token entry to the token log, without immediately sending it to the applicant's email.</li> <li>Click <i>Save and Send</i> to add the token entry to the token log and immediately send it to the applicant's email.</li> </ul>

### 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 clicking <i>Tokens</i>, 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"> <li>At a minimum, the applicant's <i>Last Name</i>, <i>First Name</i>, and <i>Email</i> must be entered to create a token. All other fields are optional and will only display in the DWS.</li> </ul> <p> <b>Note:</b> 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"> <li>• <i>Last Name</i> is a required field. Only alphanumeric characters can be entered. The character count cannot exceed 50.</li> <li>• <i>First Name</i> is a required field. Only alphanumeric characters can be entered. The character count cannot exceed 50.</li> <li>• <i>Middle Name</i> is an optional field. Only alphanumeric characters can be entered. The character count cannot exceed 50.</li> <li>• <i>Suffix</i> is an optional field. Valid values include Sr., Jr., I, II, III, IV, V, VI, VII, VIII.</li> <li>• <i>Birth Date</i> is an optional field. MM/DD/YYYY format only.</li> <li>• <i>USMLE ID</i> is an optional field. Only numeric characters can be entered. Cannot exceed 8 characters.</li> <li>• <i>NBOME ID</i> is an optional field. Only numeric characters can be entered. Cannot exceed 6 characters. (DO schools ONLY)</li> <li>• <i>Email</i> is a required field. Must be a valid email address format.</li> <li>• <i>Comments</i> is an optional field. Only alphanumeric characters can be entered. Cannot exceed 765 characters.</li> </ul>
<i>Upload the Completed CSV File</i>	Once the desired applicant information has been entered and saved, click <i>Tokens</i> , 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>	<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"> <li>• <i>Full Name (Last Name, First Name Middle Name Suffix)</i></li> <li>• <i>Email</i></li> <li>• <i>Birth Date</i></li> <li>• <i>NBOME ID (DO schools ONLY)</i></li> <li>• <i>USMLE ID</i></li> <li>• <i>Token ID</i></li> <li>• <i>Status (New, Sent, Registered)</i></li> <li>• <i>Status Date</i></li> </ul> <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>Search</i>	<p>Search for applicants within the tokens list by selecting 1 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"> <li>• <i>Last Name</i></li> <li>• <i>First Name</i></li> <li>• <i>Email</i></li> <li>• <i>Token ID</i></li> <li>• <i>NBOME ID (DO schools ONLY)</i></li> <li>• <i>USMLE ID</i></li> <li>• <i>All</i></li> </ul> <p><i>All</i> 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>Add Applicant</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 applicant tokens.</p>
<i>Actions</i>	<p>For each token that is created, the following three actions are available:</p> <ul style="list-style-type: none"> <li>• <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 MyERAS.</li> </ul>



	<ul style="list-style-type: none"> <li>• <i>Copy Email</i> – Allows users to copy the emails for the selected applicants to their computer's clipboard.</li> <li>• <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 MyERAS, they will receive an error alerting them that the token is invalid. Tokens with a <i>Registered</i> status cannot be deleted.</li> </ul> <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> <b>Note:</b> Token IDs 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 Token ID.</p>
<i>Sending Tokens in Bulk</i>	<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"> <li>1. Mark the checkboxes in the first column, to the left of the <i>FullName</i> column, for each intended applicant.</li> <li>2. Select <i>Send Token(s)</i> from the <i>Actions</i> drop down menu.</li> <li>3. <i>Confirm</i> selections when prompted.</li> </ol> <p>A confirmation message will display confirming that tokens were successfully sent.</p>

## Practice Token

<p><i>About the Practice Token</i></p>	<p>The practice token allows DWS users access to MyERAS 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 1 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>
<p><i>How to Access the Practice Token and Register for the MyERAS application.</i></p>	<p>To access the practice token, click <i>Tokens</i> and select <i>Practice Token</i>.</p> <ol style="list-style-type: none"> <li>1. Highlight and copy the <i>Token ID</i> that appears in the modal.</li> <li>2. Click the <i>MyERAS</i> link to take you to the MyERAS token registration page.</li> <li>3. Paste the <i>Token ID</i>, which you previously copied from the DWS, into the field.</li> <li>4. Follow the prompts and complete all required fields.</li> <li>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.</li> </ol> <p> <b>Note:</b> <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 proceed with token registration (DO schools ONLY).</p> <p>To access MyERAS after your practice token has been registered, select Practice Token in the Tokens menu and click the MyERAS link.</p> <p>Your login information for the DWS and MyERAS are the same. If you are logged into the DWS, when you click on the MyERAS link you will automatically be logged into MyERAS 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 log in again.</p>

## Applicants

The *Applicants* menu allows 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.

### Applicants List

<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"> <li>• <i>Full Name (Last Name, First Name Middle Name Suffix)</i></li> <li>• <i>Email</i></li> <li>• <i>AAMC ID</i></li> <li>• <i>NBOME ID (DO schools ONLY)</i></li> <li>• <i>USMLE ID</i></li> </ul> <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"> <li>• <i>Last Name</i></li> <li>• <i>First Name</i></li> <li>• <i>Email</i></li> <li>• <i>AAMC ID</i></li> <li>• <i>NBOME ID (DO schools ONLY)</i></li> <li>• <i>USMLE ID</i></li> <li>• <i>All</i></li> </ul> <p><i>All</i> allows you to search across all fields.</p>
<i>Filters</i>	<p><i>Filters</i> allow users to narrow down the <i>Applicants</i> list by <i>Applicant Type</i>, <i>Documents</i>, and <i>Application Status</i>.</p> <p>Users may select 1 of the following <i>Applicant Type</i> options in the <i>Change Filters</i> modal:</p> <ul style="list-style-type: none"> <li>• <i>All Applicants</i> – Current and Prior Year Graduates. Selected by default.</li> </ul>

- *Current Year Graduates* – Applicants who select 2026 as their degree year for medical education.
- *Prior Year Graduates* – Applicants who select a year prior to 2026. as their degree year for medical education.

Users may select 1 of the following *MSPE Documents* options in the *Change Filters* modal:

- *All* – Displays applicants regardless of whether an MSPE has been uploaded. Selected by default.
- *Missing MSPE* – Displays applicants who do not have an MSPE uploaded.
- *MSPE w/o appendix* – Displays applicants who have an MSPE uploaded but an appendix is not attached.
- *MSPE with Appendix* - Displays applicants who have an MSPE uploaded and appendix is also attached.

Users may select 1 of the following *MS Transcript Documents* options in the *Change Filters* modal:

- *All* – Displays applicants regardless of whether an MS Transcript has been uploaded. Selected by default.
- *Missing MS Transcript* – Displays applicants who do not have an MS Transcript uploaded.
- *MS Transcript w/o appendix* – Displays applicants who have an MS Transcript uploaded but an appendix is not attached.
- *MS Transcript with Appendix* - Displays applicants who have an MS transcript uploaded and appendix is also attached.

Users may select 1 of the following *Application Status* options in the *Change Filters* modal:

- *All* – Displays applicants regardless of whether they applied to programs. Selected by default.
- *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 then *Confirm*.

Afterwards, each selected filter option will display in the filters section. To clear any of the filter options, 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.

	All filter criteria are automatically cleared when you navigate to a page other than the <i>Applicant</i> list view or <i>Applicant Detail</i> page.
<i>Bulk Actions</i>	<p><i>Bulk Actions</i> allows you to execute an action for multiple applicants at once. The available bulk actions are:</p> <ul style="list-style-type: none"> <li>• <i>Copy Email</i> – Allows users to copy the email address for the selected applicants to their computer's clipboard.</li> <li>• <i>Add Comment</i> – Allows users to add a single comment to multiple applicant records.</li> <li>• <i>Add MSPE(s)</i> — Allows users to upload MSPE documents to multiple applicants that do not have an MSPE uploaded. <ul style="list-style-type: none"> <li>– To use this action, you must first apply the <i>Missing MSPE</i> filter.</li> </ul> </li> <li>• <i>Add/Update Appendix to MSPE</i> – Allows users to attach or update an appendix to the MSPE of multiple applicants' records. <ul style="list-style-type: none"> <li>– To use this action, you must first apply the <i>MSPE w/o appendix</i> or <i>MSPE with appendix</i> filter.</li> </ul> </li> <li>• <i>Add MS Transcript(s)</i> — Allows users to upload MSPE documents to multiple applicants that do not have an MS Transcript uploaded. <ul style="list-style-type: none"> <li>– To use this action, you must first apply the <i>Missing MS Transcript</i> filter.</li> </ul> </li> <li>• <i>Add/Update Appendix to MS Transcript</i> – Allows users to attach or update an appendix to the MS Transcript of multiple applicants' records. <ul style="list-style-type: none"> <li>– To use this action, you must first apply the <i>MS Transcript w/o appendix</i> or <i>MS Transcript with appendix</i> filter.</li> </ul> </li> <li>• <i>Print Application</i> – 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 1 PDF.</li> </ul> <p>To perform a bulk action, you must first select the applicants you would like to perform the action on. This can be done by:</p> <ul style="list-style-type: none"> <li>• Marking the checkboxes in the first column to the left of the <i>Full Name</i> column for each intended applicant or marking the checkbox next to <i>Select All</i> at the top of the first column.</li> <li>• Then select the desired action in the <i>Action</i> drop down list.</li> <li>• Past print jobs can be found in the <i>Bulk Print Requests</i> option.</li> </ul>



Applicant Details

Applicant Details	<p>To access an applicant’s summary, click the name of the applicant in the <i>Applicants</i> list view. The <i>Applicant Details</i> will provide all the information that is available in the <i>Applicants</i> list view with some additional information that the applicant can enter after they register. Some of these fields, as entered by the applicant in MyERAS, include:</p> <ul style="list-style-type: none"><li>• <i>Birth Date</i></li><li>• <i>NBOME ID</i> (DO schools ONLY)</li><li>• <i>AOA Member Number</i> (DO schools ONLY)</li><li>• <i>Token ID</i> (used to register)</li><li>• <i>Degree Year</i></li><li>• <i>Prior Year Graduate</i> indicator</li><li>• <i>Applied to Program(s)</i> status</li><li>• <i>Advisor(s)</i> assigned</li></ul> <p>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 respective applications.</p> <p> <b>Note:</b> Selecting or deselecting the <i>Prior Year Graduate</i> indicator option will invoke a message prompt explaining that the change is only made in 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 <i>Medical Education</i> record under the <i>Education</i> section of the application.</p> <p>U.S. residency applicants are required to upload their own photo directly into MyERAS. When the applicant uploads their photo, it will replace the avatar image that displays by default.</p>
-------------------	---

Documents	<p>The <i>Documents</i> tab of the <i>Applicant Detail</i> view lists most ERAS document types, excluding 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"><li>• <i>MSPE</i></li><li>• <i>MS Transcript</i></li><li>• <i>Application</i></li><li>• <i>Photo</i></li><li>• <i>COMLEX-USA</i> (DO schools ONLY)</li><li>• <i>USMLE</i></li></ul> <p>For newly registered applicants, 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 ERAS 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>
-----------	--

<p><i>Uploading an MSPE</i></p>	<p>MSPE files must meet the following file requirements:</p> <ul style="list-style-type: none"> <li>• Must be on 8.5 x 11-inch paper.</li> <li>• File size, including any applicable appendices, cannot exceed 1200 KB.</li> <li>• Must be attached as a PDF file.</li> </ul> <p>If the max file size is exceeded or the file type is not PDF, the DWS will not be able to upload the <i>MSPE</i>.</p> <p> <b>Note:</b> Protected, encrypted, secured, or permission restricted PDFs may result in errors during upload and when attaching an MSPE appendix.</p> <p> <b>Note:</b> 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.</p> <p>Once a protected PDF file is uploaded to the system, a watermark will appear on the document that reads “– 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 the 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 programs until they are able to review MyERAS applications.</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"> <li>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.</li> <li>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.</li> </ol> <p>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.</p>




<p><i>Uploading an MS Transcript</i></p>	<p>MS Transcript files must meet the following file requirements:</p> <ul style="list-style-type: none"> <li>• Must be on 8.5 x 11-inch paper.</li> <li>• File size, including any applicable appendices, cannot exceed 1200 KB.</li> <li>• Must be attached as a PDF file.</li> </ul> <p>If the maximum file size is exceeded or the file type is not PDF, the DWS will not be able to upload the MS Transcript.</p> <p> <b>Note:</b> Protected, encrypted, secured, or permission restricted PDFs may result in errors during upload and when attaching an MS Transcript appendix.</p> <p> <b>Note:</b> If a secured PDF MS Transcript is uploaded and later an 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.</p> <p>Once a protected PDF file is uploaded to the system, a watermark will appear on the document that reads “– 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 but are not visible to programs until they are able to review MyERAS applications.</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 “Yes” 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 “No” 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.</p> <p>Applicants can modify their response to this question at any time throughout the season in the <i>Application</i> section of the MyERAS <i>Dashboard</i>.</p>


<p>Viewing the COMLEX-USA Requests Status Report (DO schools Only)</p>	<p>Applicants can view the <i>COMLEX-USA Requests Status Report</i> in MyERAS 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 1 program, and paid the transcript fee.</p> <ul style="list-style-type: none"><li>• Each row will show a program and the status of the NBOME request that it was included in.</li><li>• Possible statuses for <i>Transmission Status</i> include:<ul style="list-style-type: none"><li>– <i>Processing Request</i> – Request is being processed by NBOME.</li><li>– <i>Successful</i> - A transcript was received from NBOME.</li><li>– <i>Not Matched</i> - NBOME was not able to match the applicant information provided in MyERAS. 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"><li>○ <i>First Name</i></li><li>○ <i>Last Name</i></li><li>○ <i>NBOME ID</i></li><li>○ <i>Date of birth</i></li></ul></li><li>– <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"><li>○ Scores have not been reported yet.</li><li>○ Applicant has registered but not yet taken the exam.</li><li>○ Non-candidate score history only (scores are not reportable).</li><li>○ FLEX history only (FSMB must be contacted).</li><li>○ NBOME score history only, no COMLEX-USA score history.</li><li>○ Applicant is certified on previous examinations but has requested the COMLEX-USA transcript.</li></ul></li></ul></li></ul> <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> <p>Once the request has been fulfilled by NBOME and the ERAS system has successfully received the COMLEX-USA transcript:</p> <ul style="list-style-type: none"><li>• The <i>Transmission Status</i> will update to <i>Successful</i>.</li><li>• The date and time will populate under the <i>Most Recent Successful</i></li></ul>
--	--

	<p><i>Request Date.</i></p> <ul style="list-style-type: none"> <li>The <i>Scores Included</i>, along with the associated <i>Exam Date</i> for each exam step, will populate under the respective columns.</li> </ul> <p>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> <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:</p> <ul style="list-style-type: none"> <li>The <i>Transmission Status</i> will update to <i>Successful</i>.</li> <li>The latest date and time will populate under the <i>Most Recent Successful Request Date</i>.</li> </ul> <p>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>
Viewing the USMLE Requests Status Report	<p>Applicants can view the <i>USMLE Requests Status Report</i> in MyERAS to track the status of their USMLE 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 1 program, and paid the transcript fee.</p> <ul style="list-style-type: none"> <li>Each row will show a program and the status of the NBME request that it was included in.</li> <li>Possible statuses for <i>Transmission Status</i> include: <ul style="list-style-type: none"> <li><i>Processing Request</i> – Request is being processed by NBME.</li> <li><i>Successful</i> - A transcript was received from NBME.</li> <li><i>Not Matched</i> - NBME was not able to match the applicant information provided in MyERAS. Applicants should verify the following information was correctly entered under the <i>Personal Information</i> section of their MyERAS application: <ul style="list-style-type: none"> <li><i>First Name</i></li> <li><i>Last Name</i></li> <li><i>USMLE ID</i></li> <li><i>Date of birth</i></li> </ul> </li> <li><i>No Scores</i> - NBME does not have any reportable exam score information on the applicant currently. Possible reasons include: <ul style="list-style-type: none"> <li>Scores have not been reported yet.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ Applicant has registered but not yet taken the exam.</li><li>○ Non-candidate score history only (scores are not reportable).</li><li>○ FLEX history only (FSMB must be contacted).</li><li>○ NBME score history only, no USMLE score history.</li><li>○ Applicant is certified on previous examinations but has requested the USMLE transcript.</li></ul> <p>For further assistance with <i>No Score</i> or <i>Not Matched</i> statuses, the applicant should contact NBME for more information regarding their transcript request.</p> <p>Once the request has been fulfilled by NBME and the ERAS system has successfully received the USMLE transcript:</p> <ul style="list-style-type: none"><li>● The <i>Transmission Status</i> will update to <i>Successful</i>.</li><li>● The date and time will populate under the <i>Most Recent Successful Request Date</i>.</li><li>● The <i>Scores Included</i>, along with the associated <i>Exam Date</i> for each exam step, will populate under the respective columns.</li></ul> <p>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>.</p> <p>Once any subsequent requests for a program have been fulfilled by NBME and the ERAS system has successfully received the latest USMLE transcript:</p> <ul style="list-style-type: none"><li>● The <i>Transmission Status</i> will update to <i>Successful</i>.</li><li>● The latest date and time will populate under the <i>Most Recent Successful Request Date</i>.</li><li>● 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.</li></ul>
--	---



<p><i>Letters of Recommendation</i></p>	<p>The <i>Letters of Recommendation</i> tab will display the LoR information that an applicant has entered and confirmed in MyERAS for each <i>LoR Author</i> that they intend to have write a letter on their behalf.</p> <p> <b>Note:</b> LoRs can only be uploaded by the <i>LoR Author</i> 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"> <li>• LoR Information <ul style="list-style-type: none"> <li>– <i>PD (Program Director)/DC (Department Chair) LoR indicator</i></li> <li>– <i>LoR Author Name</i></li> <li>– <i>LoR Author Title/Department</i></li> <li>– <i>Viewing Rights Waived indicator</i></li> </ul> </li> <li>• <i>Specialty</i></li> <li>• <i>Letter ID</i></li> <li>• <i>Status</i></li> </ul> <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 <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>

<p><i>Programs</i></p>	<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"> <li>• <i>Program Applied To</i> name</li> <li>• <i>Specialty</i></li> <li>• <i>City</i></li> <li>• <i>State</i></li> <li>• <i>Accreditation ID</i></li> </ul> <p>Expanding the row for any program will display the following additional information:</p> <ul style="list-style-type: none"> <li>• <i>Training Name</i></li> <li>• <i>NRMP Program Code</i></li> <li>• <i>Training Type</i></li> <li>• <i>Applied Dates</i></li> <li>• <i>Documents</i></li> </ul> <p>Each document assigned to that program displays along with its status and the date the applicant applied to the program.</p>
<p><i>Activity Log</i></p>	<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 MyERAS, 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"> <li>• <i>Action</i> description</li> <li>• <i>Status Date/Time</i></li> <li>• <i>User</i></li> </ul>



<p><i>Comments</i></p>	<p>The <i>Comments</i> tab allows DWS users to enter comments specific to the applicant.</p> <p>This feature can be used for record keeping of communications between the applicant and their Designated Dean's Office or any other means that the school sees fit.</p> <p> <b>Note:</b> 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"> <li>• <i>Comment</i></li> <li>• <i>Date/Time</i></li> <li>• <i>User</i></li> </ul> <p>Comments entered when creating a token for an applicant will also display on the <i>Comments</i> tab.</p>
<p><i>Revoke / Reinstate MyERAS Access</i></p>	<p><i>Admin</i> users can revoke an applicant's access to MyERAS 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 log into their application and resume their work.</p> <p>To revoke access:</p> <ol style="list-style-type: none"> <li>1. Click the intended applicant's name in the <i>Applicants List</i> to open the <i>Applicant Detail</i> page for the applicant.</li> <li>2. On the <i>Applicant Detail</i> page, click the button to the right of the applicant's name at the top of the page.</li> <li>3. Select <i>Revoke MyERAS Access</i>.</li> <li>4. Review the applicant's information in the confirmation window and click <i>Confirm</i>.</li> </ol> <p>You will see a confirmation message appear, at which point the applicant will no longer be able to log into MyERAS and access their account. This applicant will still appear in the <i>Applicant List</i>, but their information will appear with a strike through.</p> <p>To reinstate access:</p> <ol style="list-style-type: none"> <li>1. Click the intended applicant's name in the <i>Applicants List</i> to open the <i>Applicant Detail</i> page for the applicant.</li> <li>2. On the <i>Applicant Detail</i> page, click the button to the right of the applicant's name at the top of the page.</li> </ol>

	<div>3. Select <i>Reinstate MyERAS Access</i>.</div> <div>4. Review the applicant’s information in the confirmation window and click <i>Confirm</i>.</div> <div>You will see a confirmation message appear, at which point the applicant will now be able to log into MyERAS and access their account.</div>
--	--

Upload Documents for Multiple Applicants

<div>Add Medical Student Performance Evaluations</div>	<div>To access the <i>Add Medical Student Performance Evaluations</i> page:</div> <div><div>1. Navigate to the <i>Applicant List</i> page.</div><div>2. Apply the <i>Missing MSPE</i> filter.</div><div>3. Select up to 50 applicants.</div><div>4. In the <i>Action</i> menu, select <i>Add MSPE(s)</i>.</div></div> <div>An MSPE may be uploaded, viewed, and, if necessary, replaced for each applicant.</div> <div>MSPE files must meet the following file requirements:</div> <div><div><div>• Must be on 8.5 x 11-inch paper.</div><div>• File size, including any applicable appendices, cannot exceed 1200 KB.</div><div>• Must be attached as a PDF file.</div></div></div> <div>If the max file size is exceeded or the file type is not PDF, the DWS will not be able to upload the <i>MSPE</i>.</div> <div><div><div></div><div>Note: Protected, encrypted, secured, or permission restricted PDFs may result in errors during upload and when attaching an MSPE appendix.</div></div></div> <div><div><div></div><div>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.</div></div></div> <div>Once a protected PDF file is uploaded to the system, a watermark will appear on the document that reads “– 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 the PDWS.</div> <div>MSPEs can be uploaded at any time and are sent to all programs an applicant applies to but are not visible to programs until they are able to review MyERAS applications.</div>
--	---



<p>Add Medical School Transcripts</p>	<p>To access the <i>Add School Transcripts</i> page:</p> <ol style="list-style-type: none"><li>1. Go to the <i>Applicant List</i> page</li><li>2. Apply the <i>Missing MS Transcript</i> filter</li><li>3. Select up to 50 applicants</li><li>4. In the <i>Action</i> menu, select <i>Add MS Transcript(s)</i></li></ol> <p>An MS Transcript may be uploaded, viewed, and, if necessary, replaced for each applicant.</p> <p>MS Transcript files must meet the following file requirements:</p> <ul style="list-style-type: none"><li>• Must be on 8.5 x 11-inch paper.</li><li>• File size, including any applicable appendices, cannot exceed 1200 KB.</li><li>• Must be attached as a PDF file.</li></ul> <p>If the maximum file size is exceeded or the file type is not PDF, the DWS will not be able to upload the MS Transcript.</p> <p> <b>Note:</b> Protected, encrypted, secured, or permission restricted PDFs may result in errors during upload and when attaching an MS Transcript appendix.</p> <p> <b>Note:</b> If a secured PDF MS Transcript is uploaded and later an 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.</p> <p>Once a protected PDF file is uploaded to the system, a watermark will appear on the document that reads “– 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 but are not visible to programs until they are able to review MyERAS applications.</p>
---------------------------------------	---

## Advisors

The *Advisors* menu allows *Admin* users to view and manage student advisor assignments.

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

## Analytics

The *Analytics* menu allows users to review analytics dashboards relating to student activities, applications, interviews, and other related information.

More detailed information about and instructions on how to use each dashboard may be found on the [DWS Analytics for Schools webpage](#).

<i>Landing Page Dashboard</i>	The <i>Landing Page Dashboard</i> provides a summary of dashboards available to monitor the application process for students. Use this dashboard as an overview and to navigate to the specific dashboards for further analysis and detail drilldowns.
<i>Student Activity Dashboard</i>	The <i>Student Activity Dashboard</i> tracks student progress in the current season, from registering tokens and document prep to signaling programs and scheduling interviews.
<i>Application Package Overview Dashboard</i>	The <i>Application Package Overview Dashboard</i> provides a summary of your students' activities through the Application Package process for the current and the previous season.
<i>Specialty &amp; Programs Overview Dashboard</i>	The <i>Specialty &amp; Programs Overview Dashboard</i> illustrates specialty and program application trends of your students from the current season to year over year. This dashboard also contains national comparison data at an aggregate level comparing your school to national averages.
<i>Interview Dashboard</i>	The <i>Interview Dashboard</i> provides visualizations and reports on student activity through the Interview process. Ability to see season over season trends and cross-application volume.
<i>Application Season Review Dashboard</i>	The <i>Application Season Review Dashboard</i> provides a detailed look at ERAS applications from the current season. Data from ERAS and VSLO provides additional insights into the rate at which students receive interview invites from their applied programs, broken down by specialty. KPIs show historical trends from prior seasons for key ERAS application metrics.
<i>Student Planning Dashboard</i>	The <i>Student Planning Dashboard</i> provides a detailed look on key trends for ERAS interview milestones and VSLO rotation applications, for the current and prior seasons. Ability to see monthly trends, historical residency and rotation applications, and learn the status of active VSLO rotation applications.

Exports

The *Exports* menu allows users to export both detailed and aggregated student information from the DWS.

More detailed information about and instructions on how to use each export tool may be found on the [DWS Analytics for Schools webpage](#).

<i>Detailed Export Tool</i>	The <i>Detailed Export Tool</i> allows users to extract applicant, document, and program data at a school.
<i>Aggregate Export Tool</i>	The <i>Aggregate Export Tool</i> allows users to extract aggregated applicant and application data.

## Contact the ERAS Program

The AAMC Support Center (ASC) is available to assist schools with questions about the DWS. The AAMC Support Center (ASC) 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

[ERAS for Medical Schools website](#)

The ERAS program provides technical support to applicants. Applicant inquiries that require an immediate response should be forwarded to [AAMC Support Center \(ASC\)](#). However, Designated Dean's Offices should remain the primary resource for advising applicants.