

Bulk Action(s): Upload MS Transcript(s)

This job aid provides step-by-step instructions on uploading multiple Medical School Transcripts for students without an MS Transcript uploaded.

1. Navigate and log in to [Dean's Office WorkStation](#).
2. Select Change Filters.

DWS ERAS 2025 - Oakland University William Beaumont School of Medicine

Applicants [Help](#)

Search By: Last Name Search

Filters: All Applicants

CHANGE FILTERS

3. Select Missing MS Transcript under the Documents section.
 - a. Click Confirm.

Change Filters

Applicant Type

☒ All ☐ Current Year Graduates ☐ Prior Year Graduates

Documents

MSPE

☒ All ☐ Missing MSPE ☐ MSPE w/o Appendix ☐ MSPE with Appendix

MS Transcript

☐ All ☒ Missing MS Transcript ☐ MS Transcript w/o Appendix ☐ MS Transcript with Appendix

Application Status

☒ All ☐ Applied to Program(s) ☐ Not Applied to Program(s)

CANCEL **CONFIRM**

4. Select an applicant(s).
 - a. Click Action to access bulk actions.
 - b. Click Add MS Transcript(s).

	Full Name ↑	Email ↑	AAMC ID	USP
<input checked="" type="checkbox"/>	Barksdale, Avon		21001858	88
<input checked="" type="checkbox"/>	Burley, Kahedja Damani		21310386	
<input checked="" type="checkbox"/>	Butler, Brenan		21116747	88
<input checked="" type="checkbox"/>	Duckie, Donald		21481614	
<input type="checkbox"/>	ERAS, Debbie Y		21215293	88

ACTION

- Copy Email
- Add Comment
- Add MSPE(s)
- Add/Update Appendix to MSPE
- Add MS Transcript(s)**
- Add/Update Appendix to MS Transcript
- Print Application

5. Select Upload under the Actions column.

Add Medical School Transcripts [Help](#)

Full Name	Birth Date	AAMC ID	Status	Actions
Helbling, Erin	09/01/1992	21255281	Not Uploaded	UPLOAD
Jonas, Blythe	11/04/1982	21296729	Not Uploaded	UPLOAD
Maroof, Iqra		21271411	Not Uploaded	UPLOAD
Mbita, Fabie	07/14/1994	21478959	Not Uploaded	UPLOAD

6. Click Attach File.

a. Click Release.

Upload MS Transcript for Helbling, Erin

Specifications for the upload:

- The document should be in .pdf format and cannot exceed 1200 KB in size.
- This document must be on 8.5 x 11 inch paper and if scanned should be at a resolution of 300 dots per inch (dpi).

Select a Document

Single file upload.

[ATTACH FILE](#)

Invited and Scheduled - DWS Analytics Job Ai...

Invited and Scheduled - DWS A...

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AAMC
Electronic Residency
Application Service®

Invited and Scheduled Students

This job aid provides step-by-step instructions for users on how to pull a report in the DWS (Dean's Office WorkStation) system to identify students who have been invited or scheduled to interview to a program(s) in the current ERAS® season. The report aims to assist administrators and faculty members in efficiently identifying and managing the student activity through the interview process within the MyERAS® platform.

Invited to Interview:

- Navigate and log in to [DWS](#).
- Select the Analytics tab to access DWS Analytics.

Cancel RELEASE

The document should be in PDF format and cannot exceed 1200 KB in size. This document must be on 8.5 x 11-inch paper and should be at a resolution of 300 dots per inch (dpi) if scanned.

7. Once uploaded, the document Status will change to Uploaded.

Add Medical School Transcripts [Help](#)

Full Name	Birth Date	AAMC ID	Status	Actions
Helbling, Erin	09/01/1992	21255281	Not Uploaded	UPLOAD
Jonas, Blythe	11/04/1982	21296729	Uploaded	ACTIONS
Maroof, Iqra		21271411	Not Uploaded	UPLOAD
Mbita, Fabie	07/14/1994	21478959	Not Uploaded	UPLOAD