



Managing and Inviting Users in the PDWS

Users with a Coordinator or Super User role can invite new users (for equal access or lower) to access the PDWS using the User Management Tool (UMT) in the Setup tab.

When users are invited:

- The system sends an email to the new user and tracks the status of the invitation.
- The invited user receives an email invitation with a link to the PDWS and instructions to:
 - Register for an AAMC account or log in with an existing AAMC account.
 - Verify their email account (only if a new AAMC account was created).
- After the user logs into the PDWS and accepts the Terms and Conditions, the user will be able to
 access the system.

Follow the steps below to send the invitation.

1. Navigate to the <u>ERAS® Program Director's WorkStation (PDWS)</u> and enter your AAMC username and password.

Sign In	
Username	
Enter Username	
A Username is Required	
Password	
Enter Password	
SIGN IN	
FORGOT YOUR USERNAME?	
FORGOT YOUR PASSWORD?	
NEED HELP?	

2. From the Dashboard, click the Setup tab.



3. Click **Manage Users** to be redirected to the User Management Tool (UMT).







The view and available options in the **Setup** tab are dependent on your assigned role. You must have a Program Coordinator Role, Program Super User Role, or Institutional Super User Role to manage or invite users.

4. Select the appropriate tab to view your institution(s) or program(s) that you have access to.

To manage access at the <u>institutional level and grant an institution specific role</u>, click **Manage Access** for the institution you would like to configure under the **Institution** tab.

AAMC User Management Tool			Holly Flax (HF)
	Select an Application to Manage	Program	
	Q. Search COLUMN FILTER → REORDER SHOW / HIDE Application ↑ Institution ↑	Managa	
	ERAS Program Director Work Station Duke University Health System Total Items: 1	Items per page: 200 - Page 1 of 1	

To manage access at the <u>program level and grant program specific roles</u>, click **Manage Access** for the program you would like to configure under the **Program** tab.

KAAMC User Management Tool			Holly Flax (HF)
	Select a Program to Manage Institution	Program	
	Q. Search COLUMN FILTER → REORDER SHOW / HIDE Program Name ↑ Institution ↑	Маладо	
	Duke University Hospital Program - Dermatology Duke University Health Syste	m MANAGE ACCESS	
	Duke University Hospital Program - Medical Genetics Duke University Health Syste	MANAGE ACCESS	

Your view may vary depending on the institution(s) or program(s) you have access to.

5. Configure current users' access in the Users tab using the available Actions drop-down menu items.

AAMC User Management Tool					Home Users Invitations
E	RAS Program Director Work Station - Duke Unive	ersity Health System - Emergency N	Medicine		0
	Users Q. Saarch COLUMN FILTER > REGROER V First Name +	SHOW / HDE ADTIVE USE Last Name	RS INACTIVE USERS	NULK ACTIONS -	
	Laurel	Example	example@aamc.org	Actions A	
	Active Roles (1) Alternative Program Super User	Inactive Roles (0)		Grant Roles	
	A PCOne	Diana	Example@aamc.org	Revoke Roles View All Roles	
	Active Roles (1) Program Coordinator	Inactive Roles (0)		2	
	🗆 🗸 PCTwo	Diana	example@aamc.org	Actions ~	
	Dagnone	Gai	example@aamc.org	Actions ~	





Use the tools at the top of the page to quickly identify users you need to configure and expand user details to view Active roles.

6. Click the **Invitations** tab to manage existing invitations or to send new invitations to new users. Click the **Actions** drop-down menu to manage an existing invitation or click **Invite User** to invite a new user to access the PDWS.

KAAMC User Management Tool		Holly Flax (HF)
	ERAS Program Director Work Station - Duke University Health System	
	□ v First Name ↑ Last Name ↑ Email ↑ Status ↓ Date Issued ↑ Date Redeemed ↑ Expiration Date ↑ Actions	
	v Richard Peng rpeng@aamc.org Sent 11/02/2022 11/30/2022 Actions	
	□ v Irving Example example@aamc.org Redeemed 11/02/2022 11/02/2022 Actions ∨	

7. Insert the first name, last name, and email address. Select a role appropriate for the invited user.

AAMC User Management Tool	•	nt Home	as Users	+ 2 Invitations
	ERAS Program Director Work Station Duke University Hospital Program - Dermatology			
	Invite New User			
	2 First Name * Email Address *			
	Enter First Name Enter Last Name Enter Email Address			
	Notify me when redeemed			
	Roles *			
	Alternative Program Super User - The APSU role allows users the same permissions as a Program Super User with the exception of granting the PSU role. Apply Sawd Filters Apply Sawd Classer Control (user created onty) Oreate Report (user created onty) Oreater Report (us			

Click the **Show More** toggle below each role to view the comprehensive list of role capabilities. Choose a role based on the needs of the user in the PDWS.

8. Click **Send Invitation** at the bottom of the page to invite the respective user. Once the user has received the invitation and completed steps to sign into the PDWS, their status within the Invitations section of UMT will change to "Redeemed."

Reviewer/Interviewer Read only - The R/I Read Only role limits users to see the applicants to whom they are assigned or scheduled to interview. Capabilities: • Apply Saved Filters • Restricted Applicant View • View Application(s) • View Attributes and Qualifying Experience • View Attributes Filters • Show More		
	CLEAR	SEND INVITATION