



## How to Update ERAS<sup>®</sup> Institutional and Program Contact Information

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

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

### 2. Navigate to the Setup tab.

Note: Only users with Program Management, ISU, AISU, PSU, and APSU roles in the PDWS have access to view the Program Management tab in the PDWS.

	Dashboard	Applications 🗸	Rankings	Reports	Archives	Program Management 🗸	Setup	Program Messages	Thalamus 🗸
							University of	Alabama Hospital   Eme	rgency Medicine
Welcome to PDWS									

# Select ERAS Institutional Contact Information to update institutional contact information. a. Click Edit.

Note: This information is stored privately for access by ERAS staff only. Your data will not be shared with applicants. Primary and Secondary contacts are individual(s) designated by the DIO to fulfill ERAS responsibilities on the DIO's behalf.





		Dashboard Applications - Rankings Reports Archives Progr	am Management 🗸
			University of Alaba
General	^	ERAS Institutional Contact Information	
Screen Data		ERAS Institutional Contact Information	
Reports		Institution Name University of Alabama Hospital	
Comparison Tool		Sponsor Id	
Manage Users	Ø	010498	
Program Information	^	This information is stored privately for access by ERAS staff only. Your data will not be shared with applicants. Primary and Secondary contacts are individual(s) designated by the DIO to fulfill ERAS responsibilities on the DIO's behalf.	2
DIO Information ERAS Institutional Contact Information	1	Primary Contact	EDIT
Program Listing	1	Prefix N/A	

4. Enter the appropriate information for your program's Primary and Secondary institutional contact. The Secondary contact is optional.

- Primary Contact Fields: Prefix (Optional), First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone, Extension (Optional), Fax (Optional), Address 1, Address 2 (Optional), City, State, Zip.
- b. Secondary Contact Fields: Prefix, First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone.

Primary Contact	CANCEL	SAVE
Prefix (Optional)		5
Select Prefix -		
First Name	4	
Enter First Name	Secondary Contact (Optional)	
Middle Name (Optional)	Prefix	
Enter Middle Name	Select Prefix -	
Last Name	First Name Enter First	
Enter Last Name	Middle Name	
Suffix (Optional)	Enter Middle Name Last Name	
Select Suffix	Enter Last Name	

5. Click Save.





### Update Program Contact Information

#### 1. Click ERAS Program Contact Information.

### a. Click Edit.

Note: This information is stored privately for access by ERAS staff only. Your data will not be shared with applicants.

General	^	ERAS Program Contact Information
Screen Data		ERAS Program Contact Information
Reports		Specialty Emergency Medicine
Comparison Tool		Program Name
Manage Users	Ø	University of Alabama Medical Center Program
<b>Program Information</b>	^	Accreditation Id 1100131165
DIO Information		
ERAS Institutional Contact Information		This information is stored privately for access by ERAS staff only. Your data will not be shared with applicants.
Program Listing		Primary Contact EDIT
ERAS Program Contact Inform	mation	Prefix     N/A

- 2. Enter the appropriate information for your program's Primary and Secondary program contact. The Secondary contact is optional.
  - a. Primary Contact Fields: Prefix (Optional), First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone, Extension (Optional), Fax (Optional), Address 1, Address 2 (Optional), City, State, Zip.
  - b. Secondary Contact Fields: Prefix, First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone.
- 3. Click Save.

Primary Contact	CANCEL	SAVE
Prefix (Optional)		3
Select Prefix -		
First Name	2	
Enter First Name	Secondary Contact (Optional)	
Middle Name (Optional)	Prefix	
Enter Middle Name	Select Prefix -	
	First Name Enter First Name	
Last Name	Enter-First Name	
Enter Last Name	Middle Name	
	Enter Middle Name	
Suffix (Optional)	Last Name	
Select Suffix	Enter Last Name	
	Suffix	