

How to Update ERAS® Institutional and Program Contact Information

1. Log in and navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.

Sign In

Username

▲ Username is Required

Password

SIGN IN

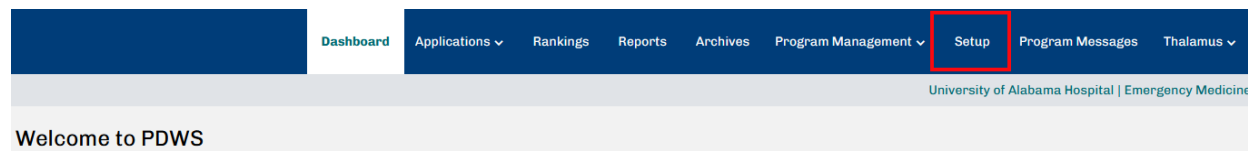
[FORGOT YOUR USERNAME?](#)

[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.



3. 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
Program Management

University of Alabama

General
Screen Data
Reports
Comparison Tool
Manage Users
Program Information
DIO Information
ERAS Institutional Contact Information
Program Listing

ERAS Institutional Contact Information

ERAS Institutional Contact Information

Institution Name
University of Alabama Hospital

Sponsor Id
010498

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Primary Contact

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.
- Secondary Contact Fields: Prefix, First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone.

Primary Contact

Prefix (Optional)
Select Prefix

First Name
Enter First Name

Middle Name (Optional)
Enter Middle Name

Last Name
Enter Last Name

Suffix (Optional)
Select Suffix

Secondary Contact (Optional)

Prefix
Select Prefix

First Name
Enter First

Middle Name
Enter Middle Name

Last Name
Enter Last Name

CANCEL

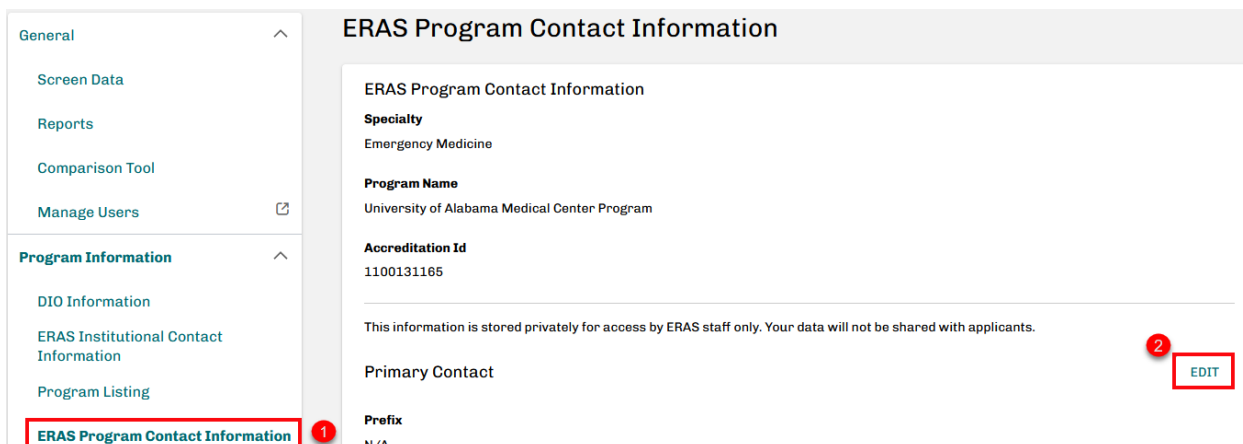
SAVE

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.



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.

