How to Assign One or More Users to an Applicant

1. Navigate to the ERAS® Program Director's WorkStation (PDWS) and enter your AAMC username and password.
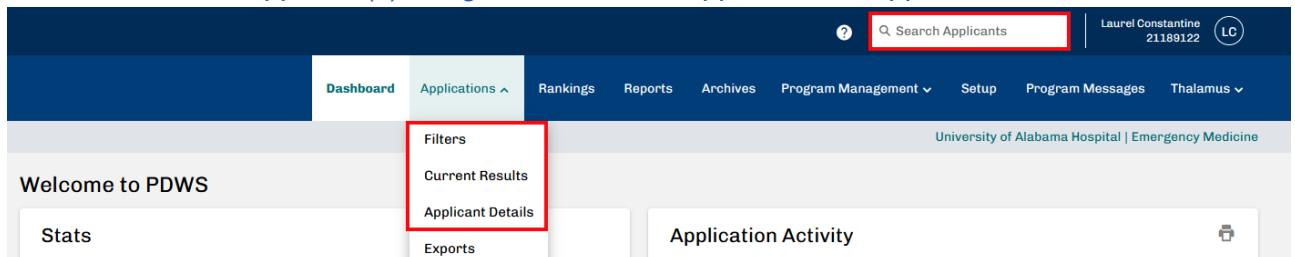
2. Search for the applicant(s) using Filters, Search Applicants, or Applicant Details.
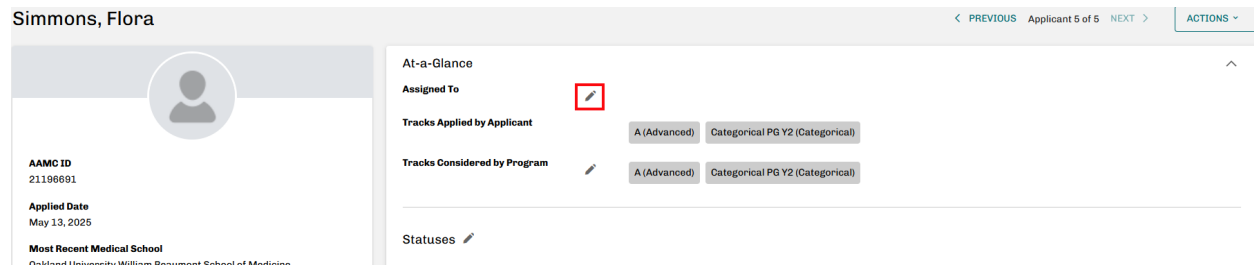

3. Click the applicant's name to access the Applicant Details page.

Applicant Name ↓↑	AAMC ID ↓↑	Most Recent Medical School ↓↑
Carthan, Alarin	21310391	Oakland University William Beaumont School of Medicine

4. When reviewing an applicant's application, in the At-a-Glance panel, click the edit link for the Assigned To row.

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5. Select the user(s) to assign to the applicant by using the search function or by scrolling through the list of users.