

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.

Sign In

Username

▲ Username is Required

Password

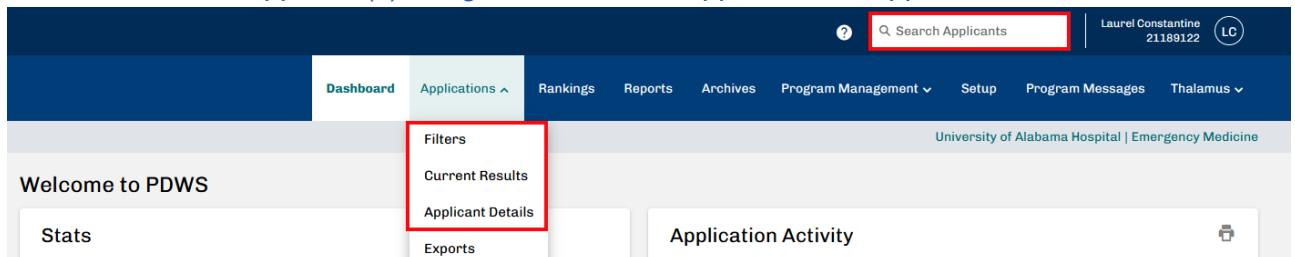
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Search for the applicant(s) using Filters, Search Applicants, or Applicant Details.

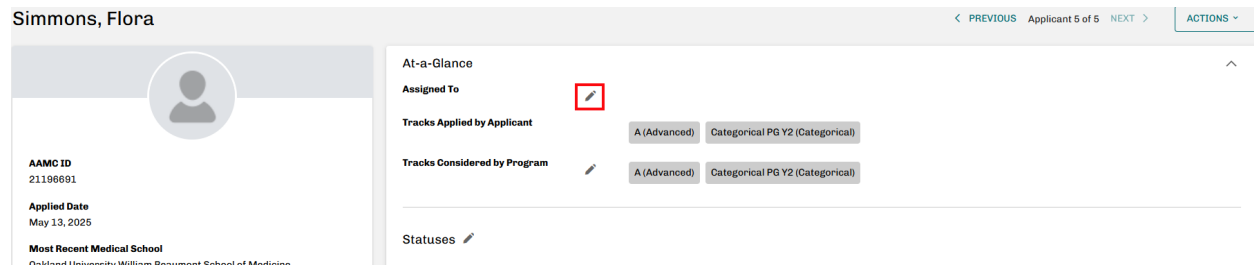


The screenshot shows the PDWS dashboard with a search bar at the top right containing the text "Search Applicants". Below the search bar, a dropdown menu is open, showing options: "Filters", "Current Results", and "Applicant Details". The "Filters" option is highlighted with a red box. The dashboard also shows a "Welcome to PDWS" message and a "Stats" section.

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.



The screenshot shows the Applicant Details page for "Simmons, Flora". The page includes a profile section on the left with the applicant's name, AAMC ID (21196691), Applied Date (May 13, 2025), and Most Recent Medical School (Oakland University William Beaumont School of Medicine). The main section is titled "At-a-Glance" and contains a table with the following rows:

Assigned To	Tracks Applied by Applicant	Tracks Considered by Program	Statuses
Edit	A (Advanced) Categorical PG Y2 (Categorical)	A (Advanced) Categorical PG Y2 (Categorical)	

The "Assigned To" row has an edit link (pencil icon) highlighted with a red box.

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

