

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

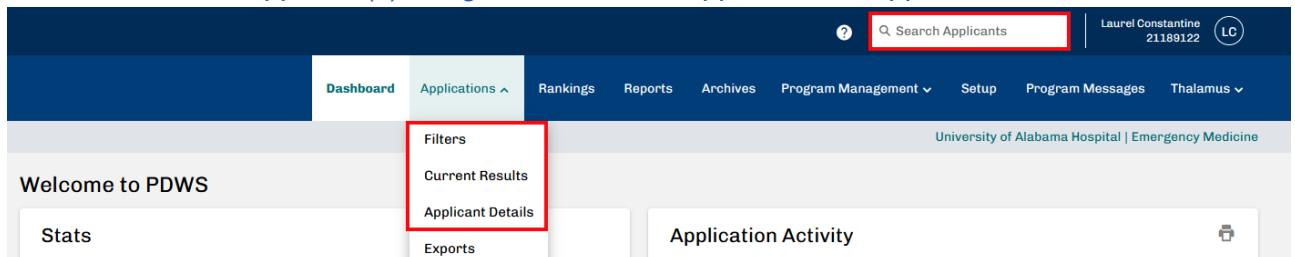
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

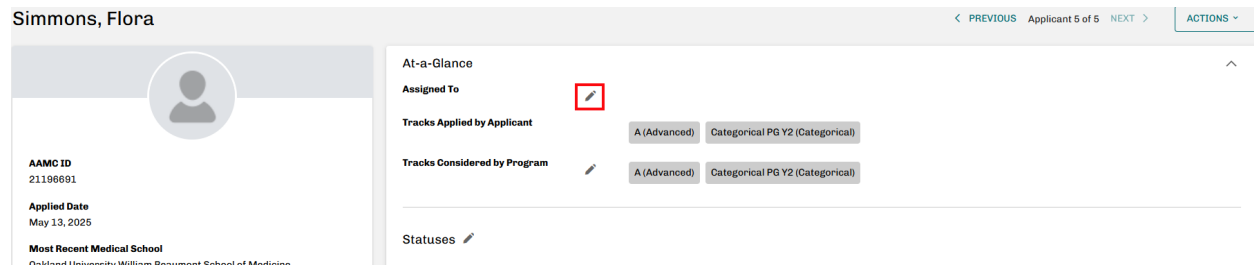
2. Search for the applicant(s) using Filters, Search Applicants, or Applicant Details.



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.




Simmons, Flora

At-a-Glance

Assigned To 

Tracks Applied by Applicant

Tracks Considered by Program

Statuses 

AAMC ID
21196691

Applied Date
May 13, 2025

Most Recent Medical School
Oakland University William Beaumont School of Medicine

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

