

Reply to a Note

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

Sign In

Username

▲ Username is Required

Password

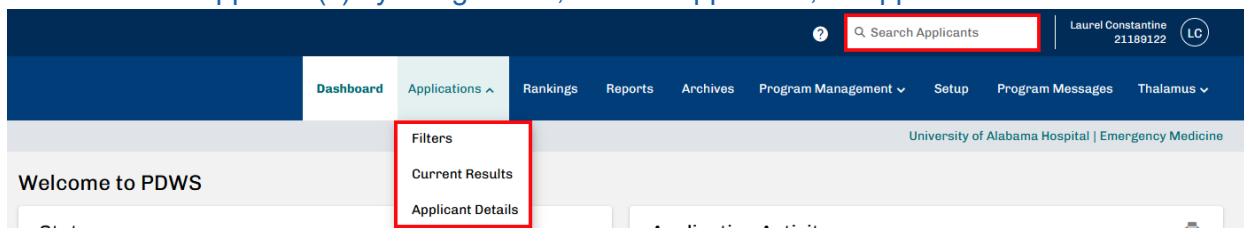
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

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



The screenshot shows the PDWS dashboard. At the top right, there is a search bar labeled "Search Applicants" and a user profile for "Laurel Constantine 21189122". Below the search bar, there is a navigation menu with options: Dashboard, Applications, Rankings, Reports, Archives, Program Management, Setup, Program Messages, and Thalamus. A dropdown menu for "Applications" is open, showing options: Filters, Current Results, and Applicant Details. The "Filters" option is highlighted. Below the navigation menu, there is a welcome message "Welcome to PDWS" and a table of applicants.




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. Click on Notes and click on the **Reply** icon below the note.
5. Enter a comment with a maximum of 4,000 characters and click **Reply**.

Notes (1)

Laurel Constantine
Jun 4, 2025
Testing

Replying to Laurel Constantine

4000 characters left of 4000

CANCEL
REPLY