

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 with a search bar at the top right containing the text "Search Applicants". Below the search bar is a navigation menu with options: Dashboard, Applications (selected), Rankings, Reports, Archives, Program Management, Setup, Program Messages, and Thalamus. A dropdown menu for "Applications" is open, showing "Filters", "Current Results", and "Applicant Details". The user's name "Laurel Constantine" and ID "21189122" are visible in the top right corner.

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

Test Note

Reply

Replying to Laurel Constantine

4000 characters left out of 4000

CANCEL **REPLY**