

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

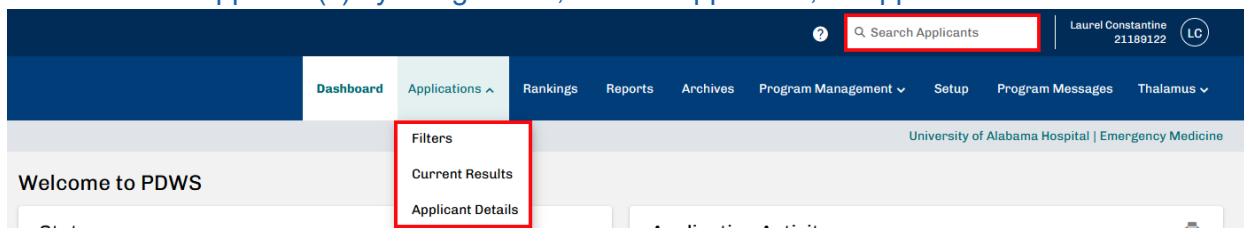
SIGN IN

[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 labeled "Search Applicants" and a user profile for "Laurel Constantine 21189122". The main navigation bar includes "Dashboard", "Applications", "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 "Filters" option is highlighted with a red box.

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