

How to Update a Score

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

Sign In

Username

▲ Username is Required

Password

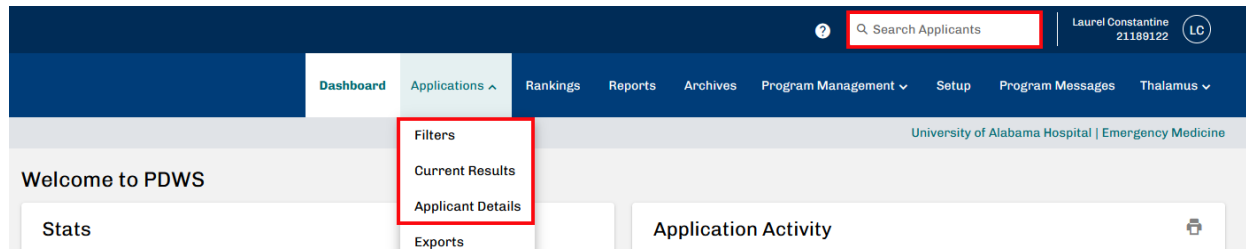
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Search for the applicant(s) using Filters, Search Applicants, or Applicant Details and click the applicant's name to view Applicant Details.



The screenshot shows the PDWS dashboard. At the top right, there is a search bar labeled 'Q Search Applicants' and a user profile for 'Laurel Constantine 21189122'. Below the search bar, a navigation menu includes 'Dashboard', 'Applications', 'Rankings', 'Reports', 'Archives', 'Program Management', 'Setup', 'Program Messages', and 'Thalamus'. The 'Applications' menu is open, showing options: 'Filters', 'Current Results', 'Applicant Details', and 'Exports'. The 'Filters' option is highlighted with a red box. Below the menu, the page says 'Welcome to PDWS' and 'University of Alabama Hospital | Emergency Medicine'. There are sections for 'Stats' and 'Application Activity'.

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

- When reviewing an applicant under the Applicant Details tab. Open the Score Type to update by **clicking on the downward-pointing arrow**.

AAMC ID
21196691

Applied Date
May 13

Most Recent Medical School
Oakland University William Beaumont School of Medicine

Most Recent Residency
Testing

Scores ^

Composite Score >

Board Scores >

Document Scores >

Interview Scores >

Post-Interview Scores >

Reviewer Scores >

Post-Review Scores >

Custom Scores >

- In the appropriate row, **enter the score and click away from the text box**.

Document Scores ^

← BACK

Score Name	Score	Weight	Total
Average Document ⓘ			81
MSPE	9	x 9.00	81
MS Transcript		x 1.00	

***Note: Hover over the Information icon to display the author's name, title, and specialty based on information provided in the MyERAS system.