

## 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

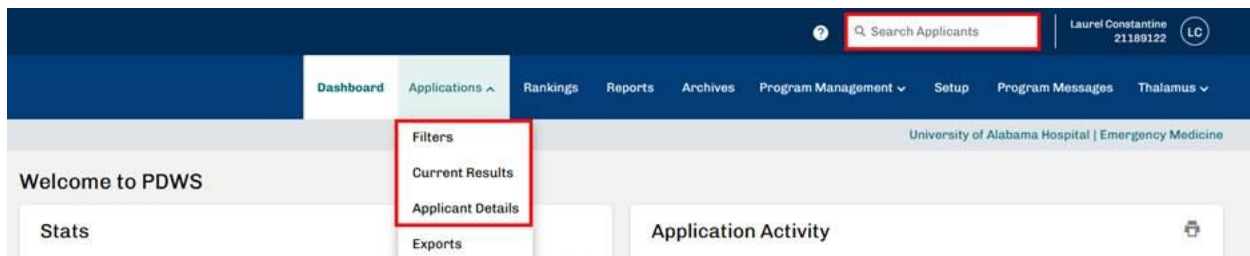
SIGN IN

[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.

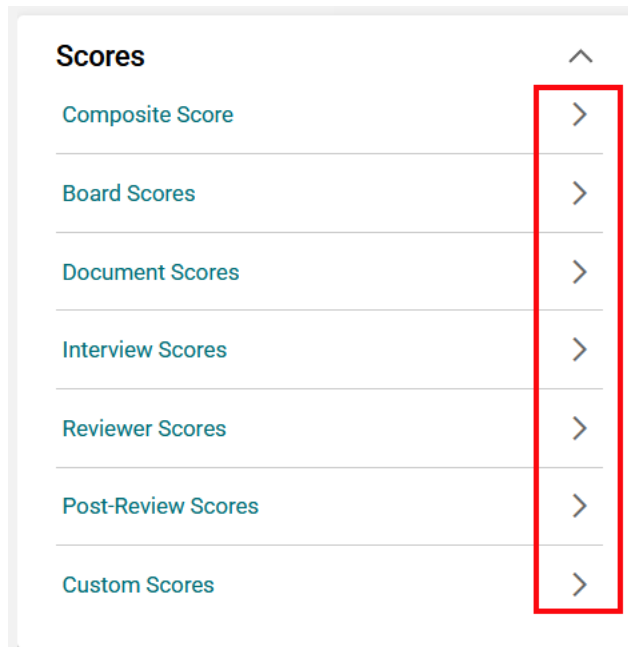


The screenshot shows the PDWS dashboard interface. At the top right, there is a search bar labeled "Search Applicants" with a magnifying glass icon. Below the search bar, a navigation menu includes "Dashboard", "Applications", "Rankings", "Reports", "Archives", "Program Management", "Setup", "Program Messages", and "Thalamus". A dropdown menu for "Applications" is open, showing options: "Filters", "Current Results", "Applicant Details", and "Exports". The "Applicant Details" option is highlighted with a red box. The main content area displays "Welcome to PDWS" and "Stats" on the left, and "Application Activity" on the right. The user's name "Laurel Constantine" and ID "21189122" are visible in the top right corner.

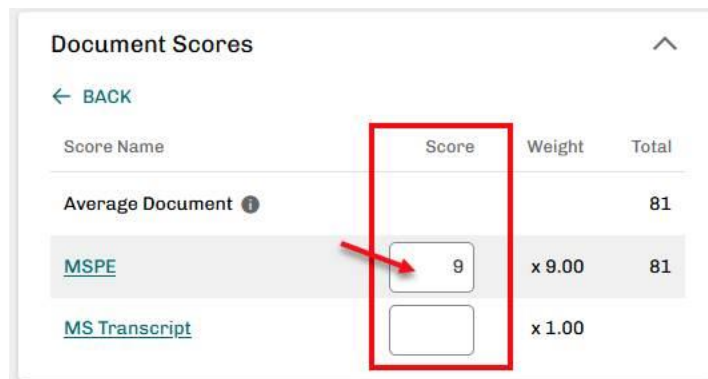
3. Click the applicant's name to access the Applicant Details page

Applicant Name ↓↑	AAMC ID ↓↑	Most Recent Medical School ↓↑
Carthan, Alarin	21310391	Oakland University William Beaumont School of Medicine

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



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



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