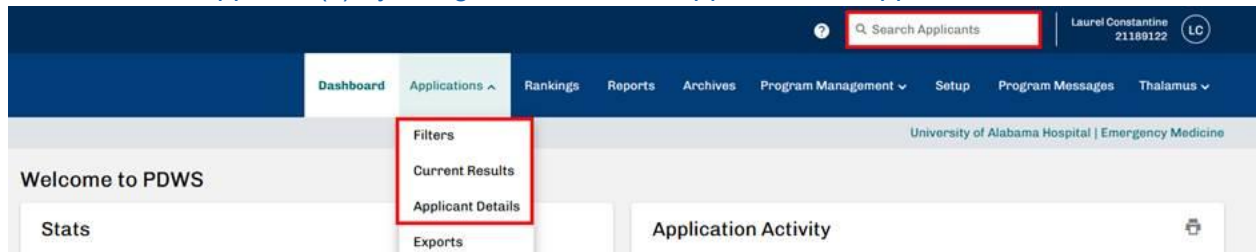


Update Applicant Status

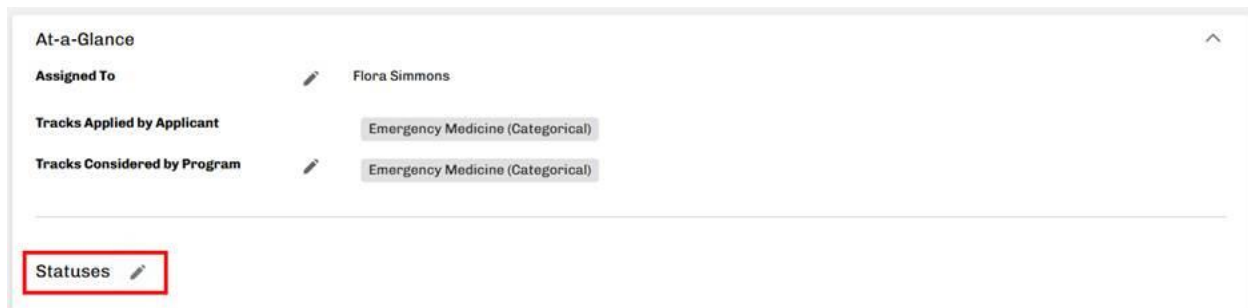
1. Navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.
2. Search for the applicant(s) by using Filters, Search Applicants, or Applicant Details.



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. When reviewing an applicant, click the pencil icon next to Statuses in the At-a-Glance section.



5. Select any of the appropriate statuses.
6. That will save the changes with the date and time stamp.
 1. To update statuses for multiple applicants, use Bulk Actions after you run a filter.
 2. Some of the statuses shown above are user-defined statuses made during pre-season setup.
 3. **Withdrawn by Applicant** cannot be selected manually; it will only be selected if the applicant withdrew their application from the MyERAS system.

Update Status ✕

Application Ranking Custom

Status Name

- Program Signaling
- Withdrawn by Program
- Will Start
- Complete Application
- Withdrawn by Applicant
- Incomplete Application
- Inactive
- Application Reviewed
- On Hold
- Waitlisted