

Update Applicant Status

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

Sign In

Username

▲ Username is Required

Password

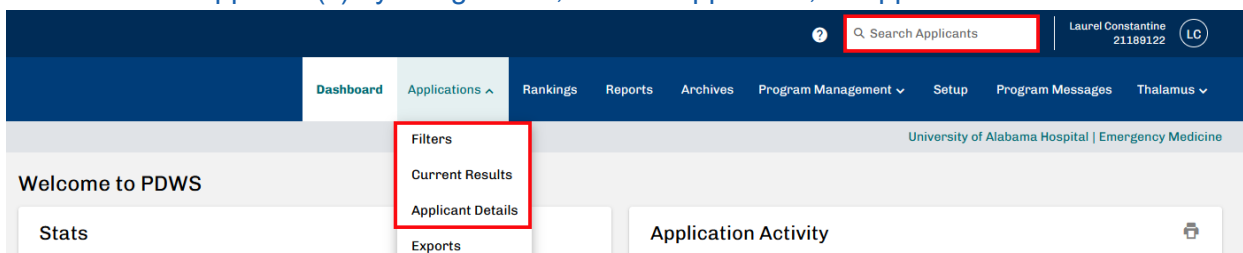
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Search for the applicant(s) by using Filters, Search Applicants, or Applicant Details.

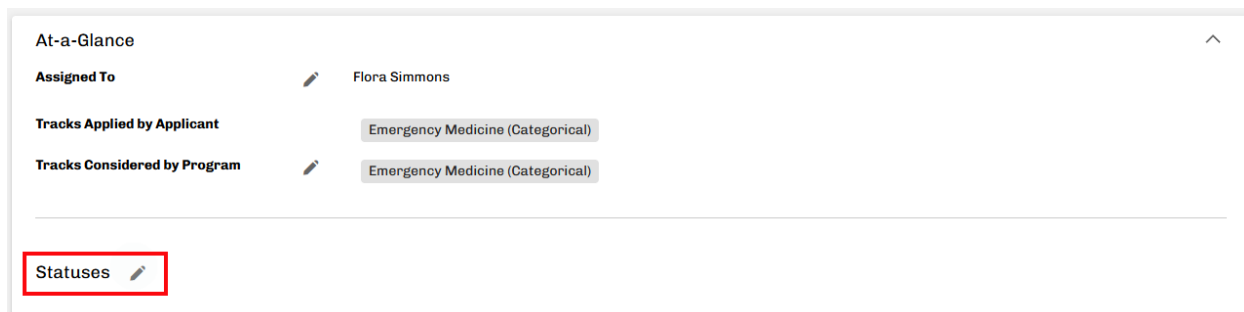


The screenshot shows the PDWS dashboard. At the top right, there is a search bar labeled "Search Applicants" and a user profile for "Laurel Constantine 21189122". Below the search bar, a navigation menu includes "Dashboard", "Applications", "Rankings", "Reports", "Archives", "Program Management", "Setup", "Program Messages", and "Thalamus". The "Applications" menu is open, showing options for "Filters", "Current Results", and "Applicant Details". The main content area displays "Welcome to PDWS" and "Stats".

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.



The screenshot shows the "At-a-Glance" section for an applicant. It includes fields for "Assigned To" (Flora Simmons), "Tracks Applied by Applicant" (Emergency Medicine (Categorical)), and "Tracks Considered by Program" (Emergency Medicine (Categorical)). At the bottom, there is a "Statuses" field with a pencil icon next to it.

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 - c. **Withdrawn by Applicant** cannot be selected manually; it will only be selected if the applicant withdrew their application from the MyERAS system.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