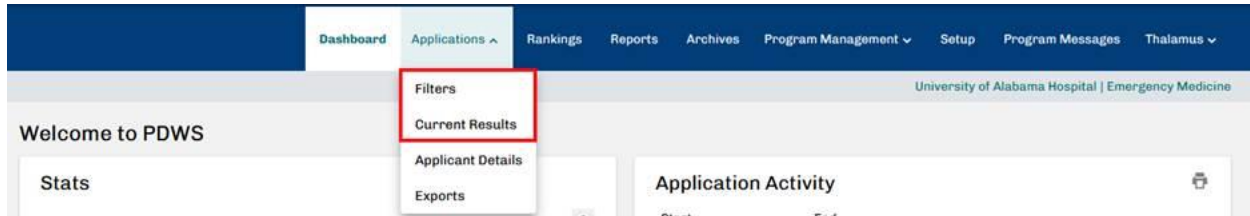


How to Assign Users to Multiple Applicants

1. Navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.
2. Under the Applications tab, click **Filters** to run a filter or click **Current Results** to pull results from the most recently used filter.



3. Select the applicant(s).
 1. Select an action from the table to perform on selected applicants.
 2. Select **Assign Applicants** from the drop-down list.
4. Make the appropriate changes and click **Save**.
 1. The Assign option will assign the users to the applicants.
 2. The Unassigned option will unassign any users to the applicants.

Assign Applicants

Q Flora

| Name | Action |
|---------------|---|
| Flora Simmons | <input type="radio"/> Assign <input type="radio"/> Unassign |

CANCEL **SAVE**