

How to Assign Users to Multiple Applicants

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

Sign In

Username

▲ Username is Required

Password

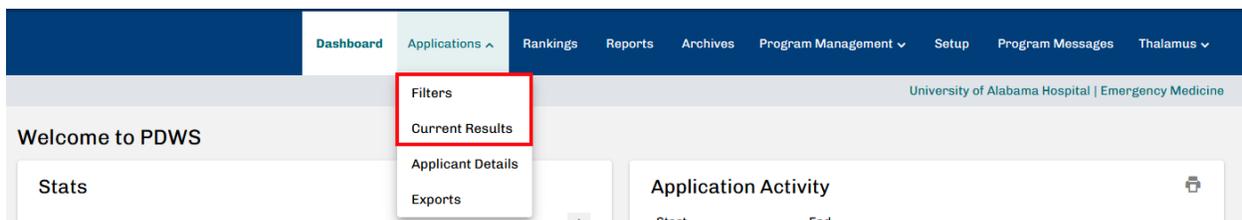
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Under the Applications tab, click **Filters** to run a filter or click **Current Results** to pull results from the most recently used filter.



The screenshot shows the ERAS PDWS interface. The top navigation bar includes 'Dashboard', 'Applications', 'Rankings', 'Reports', 'Archives', 'Program Management', 'Setup', 'Program Messages', and 'Thalamus'. The 'Applications' menu is open, showing 'Filters', 'Current Results', 'Applicant Details', and 'Exports'. The 'Filters' and 'Current Results' options are highlighted with a red box. The main content area displays 'Welcome to PDWS' and 'Stats' on the left, and 'Application Activity' on the right.

3. Select the applicant(s).
 - a. Select an action from the table to perform on selected applicants.
 - b. Select **Assign Applicants** from the drop-down list.

Current Results

<input checked="" type="checkbox"/>	Applicant Name ↓↑	AAMC ID ↓↑	Most Recent Medical School ↓↑
<input type="checkbox"/>	Barksdale, Avon	21001858	Oakland University William Beaumont School of Medicine
<input type="checkbox"/>	Burley, Kahedja	21310386	Oakland University William Beaumont School of Medicine
<input checked="" type="checkbox"/>	Garcia, Taylor	21310435	Oakland University William Beaumont School of Medicine
<input checked="" type="checkbox"/>	Gilbert, Tyler	21310390	Oakland University William Beaumont School of Medicine
<input checked="" type="checkbox"/>	Gray, Kamille	21310385	Oakland University William Beaumont School of Medicine
<input type="checkbox"/>	Hendricks, Anastasia	21310389	Oakland University William Beaumont School of Medicine
<input type="checkbox"/>	Henson, Jessica	21310393	Oakland University William Beaumont School of Medicine

ACTIONS (3 APPLICANTS) ↓

- Add Note
- Assign Applicants
- Bulk Messages
- CSV Export
- Update Attributes
- Update Status
- View/Print Application
- View/Print Reports

4. Make the appropriate changes and click **Save**.
 - a. The Assign option will assign the users to the applicants.
 - b. The Unassigned option will unassign any users to the applicants.

Assign Applicants

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

CANCEL
SAVE