

## 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

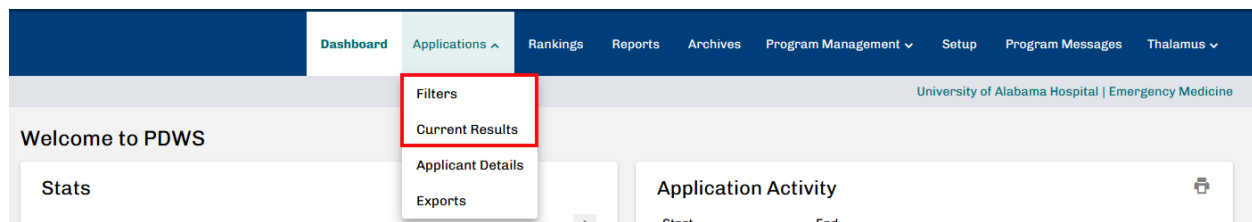
SIGN IN

[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.



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

Q Search by last name

ACTIONS (3 APPLICANTS) ▾			
Add Note			
Assign Applicants			
Bulk Messages			
CSV Export			
Update Attributes			
Update Status			
View/Print Application			
View/Print Reports			

<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

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

Q Flora

Name

Action

Flora Simmons

☐

Assign

☐

Unassign

CANCEL

SAVE