Sending Bulk Messages

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

Sign In

Username

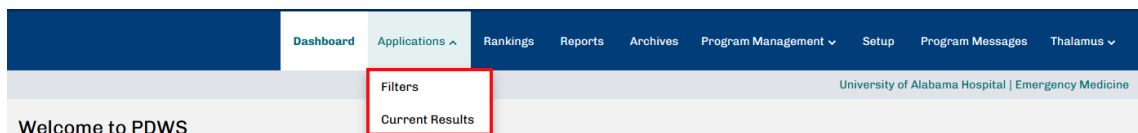Enter Username

⚠ Username is Required

Password

Enter 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.

Dashboard	Applications ⌃	Rankings	Reports	Archives	Program Management ⌄	Setup	Program Messages	Thalamus ⌄

University of Alabama Hospital | Emergency Medicine

Filters

Current Results

Welcome to PDWS

3. Select the applicant(s) you wish to send the message to.

   a. At the bottom of the table, select **Bulk Messages** from the drop-down list.

Current Results

🔍 Search by last name

ACTIONS (3 APPLICANTS) ⌄

	Applicant Name ⇅	AAMC ID ⇅	Most Recent Medical School ⇅
☐	Barksdale, Avon	21001858	Oakland University William Beaumont School of Medicine
☐	Burley, Kahedja	21310386	Oakland University William Beaumont School of Medicine
☑	Garcia, Taylor	21310435	Oakland University William Beaumont School of Medicine
☑	Gilbert, Tyler	21310390	Oakland University William Beaumont School of Medicine
☑	Gray, Kamille	21310385	Oakland University William Beaumont School of Medicine
☐	Hendricks, Anastasia	21310389	Oakland University William Beaumont School of Medicine
☐	Henson, Jessica	21310393	Oakland University William Beaumont School of Medicine

Add Note

Assign Applicants

Bulk Messages

CSV Export

Update Attributes

Update Status

View/Print Application

View/Print Reports

Association of American Medical Colleges

4. The Compose window will appear, fill out the required fields and click **Send**.

    a. All applicants are blind copied (bcc'd).