

View/Print Application

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

Sign In

Username

▲ Username is Required

Password

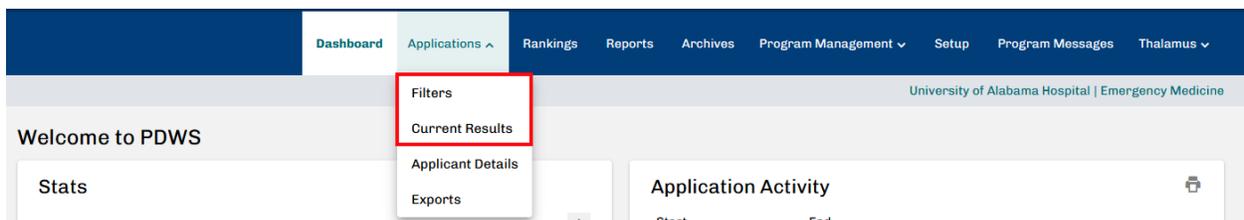
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

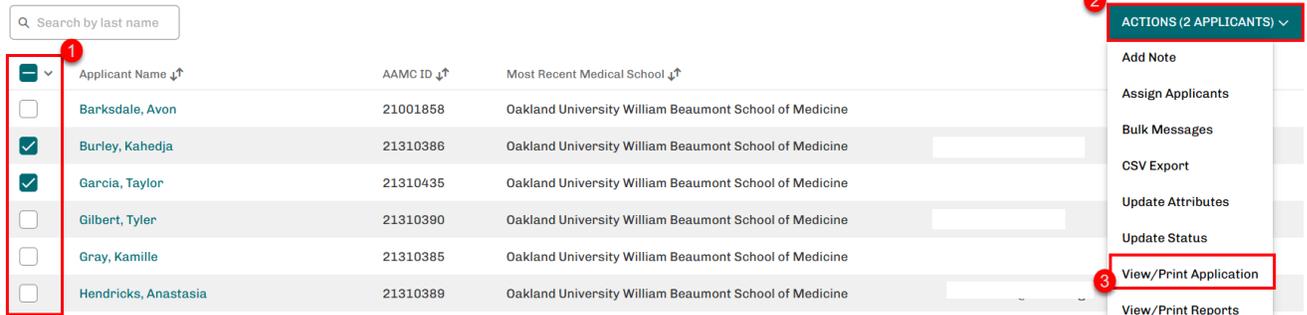
2. Under the Applications tab, click **Filters** to run a filter or click **Current Results** to pull results from the most recently used filter.



The screenshot shows the PDWS dashboard with a navigation bar at the top containing 'Dashboard', 'Applications', 'Rankings', 'Reports', 'Archives', 'Program Management', 'Setup', 'Program Messages', and 'Thalamus'. The 'Applications' menu is open, showing options for 'Filters', 'Current Results', 'Applicant Details', and 'Exports'. The 'Filters' and 'Current Results' options are highlighted with red boxes. The main content area shows 'Welcome to PDWS' and 'Application Activity'.

3. Select the applicant(s).
 - a. Select a bulk action to perform on selected applicants at the bottom of the table.
 - b. Select **View/Print Application** from the dropdown list.

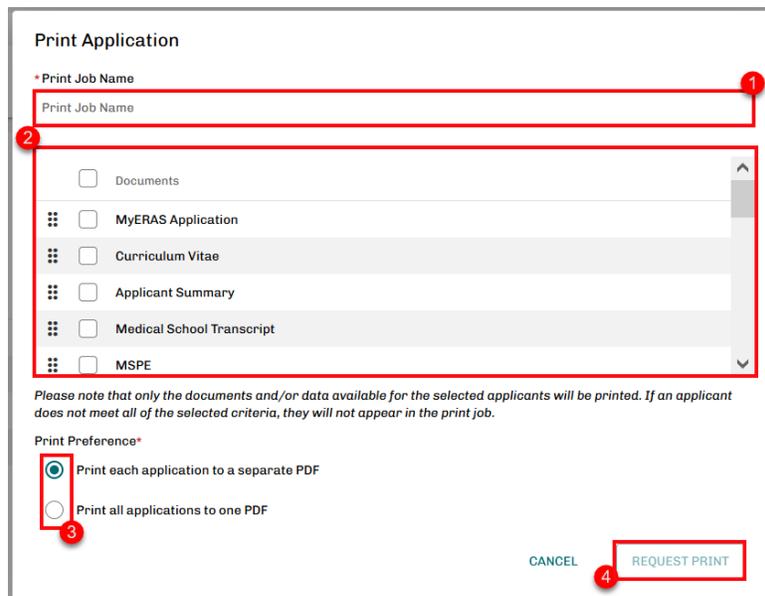
Current Results



The screenshot shows the 'Current Results' table with a search bar at the top. The table has columns for 'Applicant Name', 'AAMC ID', and 'Most Recent Medical School'. Two rows are selected, indicated by checked checkboxes in the first column. A dropdown menu is open at the bottom right, showing 'ACTIONS (2 APPLICANTS)' with options like 'Add Note', 'Assign Applicants', 'Bulk Messages', 'CSV Export', 'Update Attributes', 'Update Status', 'View/Print Application', and 'View/Print Reports'. The 'View/Print Application' option is highlighted with a red box.

Applicant Name	AAMC ID	Most Recent Medical School
<input type="checkbox"/> Barksdale, Avon	21001858	Oakland University William Beaumont School of Medicine
<input checked="" 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 type="checkbox"/> Gilbert, Tyler	21310390	Oakland University William Beaumont School of Medicine
<input 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

4. Enter a print job name (required).
5. Choose the information to view or print; at least one document type must be selected.
 - a. Choose any other additional information to view or print.
 - b. Select whether to print each application to its own separate PDF or print each application to one PDF.
6. Click the **Request Print** button.
 - a. The print request is sent and may be retrieved by clicking the Bulk Requests link in the header area.



Print Application

* Print Job Name

Print Job Name

Documents

MyERAS Application

Curriculum Vitae

Applicant Summary

Medical School Transcript

MSPE

Please note that only the documents and/or data available for the selected applicants will be printed. If an applicant does not meet all of the selected criteria, they will not appear in the print job.

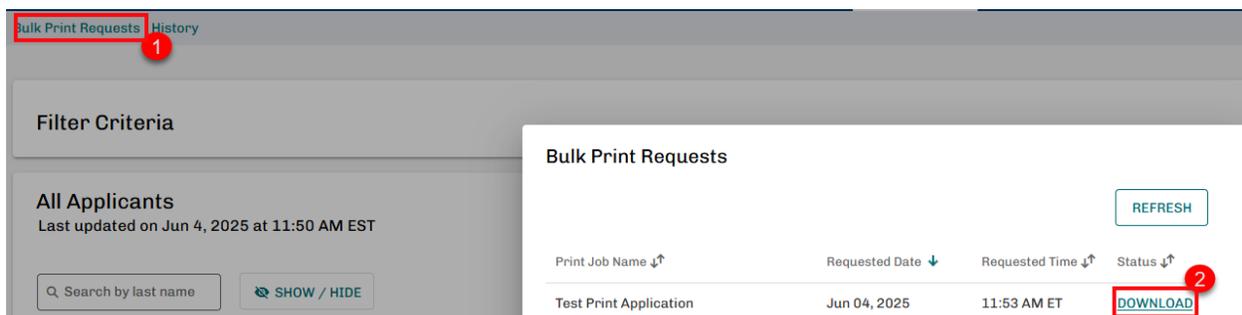
Print Preference*

Print each application to a separate PDF

Print all applications to one PDF

CANCEL REQUEST PRINT

7. Click the report name link under the **Status** column to open or save the report.
 - a. The **Print Requests** light box lists print jobs requested and scheduled exports. If the status is complete, the resulting file can be opened or saved to a local or network drive.
 - b. If the **Print each application to a separate PDF** box was checked, a .zip folder displays with each PDF report listed separately.



Bulk Print Requests History

Filter Criteria

All Applicants
Last updated on Jun 4, 2025 at 11:50 AM EST

Q Search by last name SHOW / HIDE

Bulk Print Requests

REFRESH

Print Job Name	Requested Date	Requested Time	Status
Test Print Application	Jun 04, 2025	11:53 AM ET	DOWNLOAD