

## 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

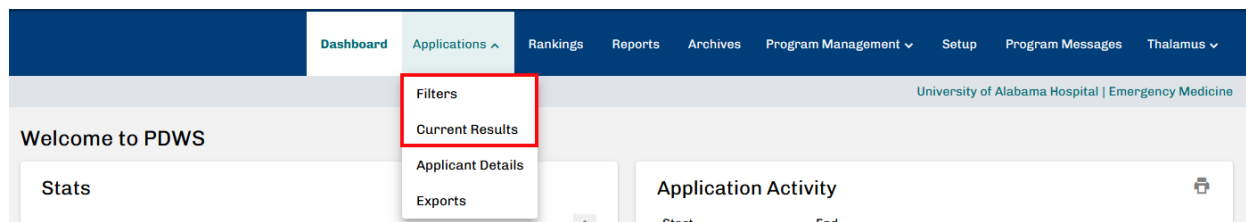
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

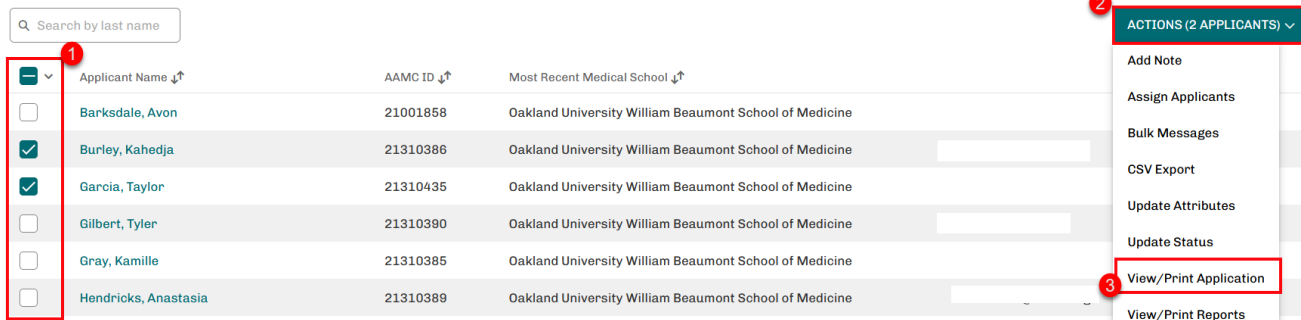
[NEED HELP?](#)

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



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



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

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**

REFRESH

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