

How to Add, Edit, and Delete Tracks Offered

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

Sign In

Username

▲ Username is Required

Password

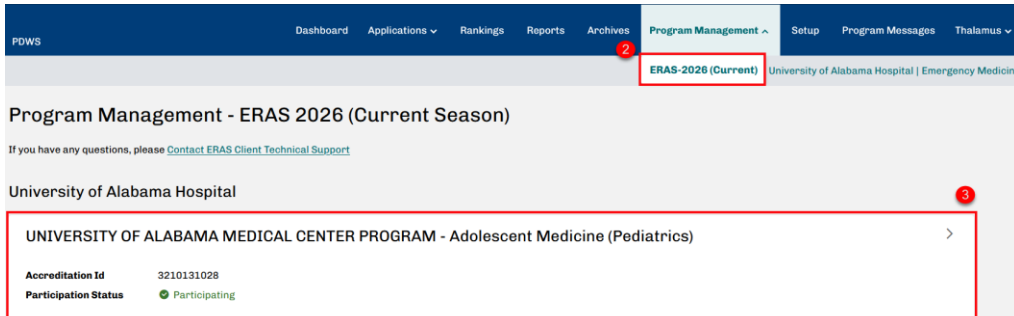
SIGN IN

[FORGOT YOUR USERNAME?](#)
[FORGOT YOUR PASSWORD?](#)
[NEED HELP?](#)

2. Navigate to the [Program Management](#) tab and select the appropriate ERAS season.

Note: Only users with ISU, AISU, PSU, Program Management, and APSU roles in the PDWS have access to view the Program Management tab in the PDWS.





3. Click the program name.



4. To add an additional track, click [Add Additional Track](#).

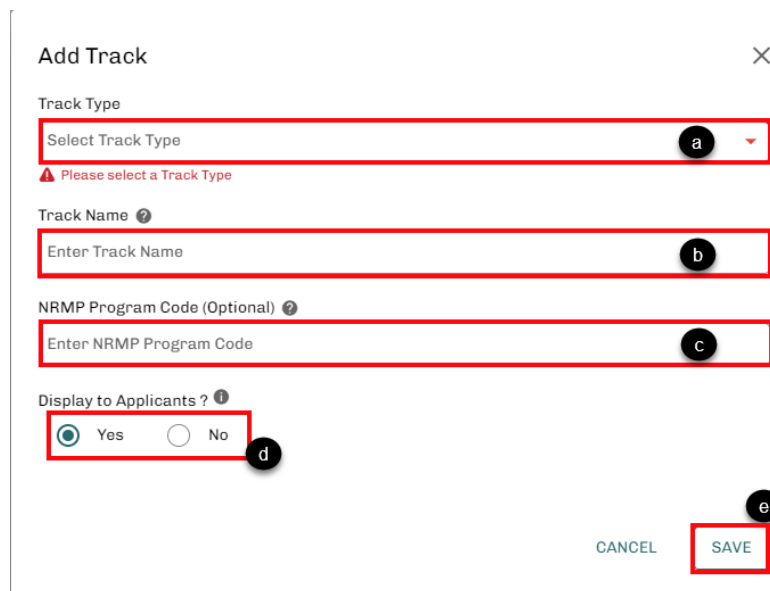
Tracks Offered

[ADD ADDITIONAL TRACKS](#)

Track Type	Track Name	NRMP Program Code	Display to Applicants ?	Actions
Advanced	Dermatology	1242080A0	Yes	 
Advanced	Dermatology Advanced	N/A	Yes	 

5. To enter the track information:

- a. Select a Training Type.
- b. Enter a track name.
 - i. Note: Track Name will be the Track Type by default. You may provide a descriptive name to help applicants distinguish between special types of training. For example, programs may use the Track Name field to label "Rural-based" or "Urban-based" tracks or even "Research" track names as appropriate.
- c. Enter the NRMP Program Code (Optional).
 - i. Note: If you have already registered your track with the NRMP, you may enter in the 9- to 11-character NRMP program code. It is not a required field.
- d. Select **Yes** to display track information to applicants or select **No**.
 - i. Choosing not to display a track will not allow applicants to apply to the track, but it will still show up in the PDWS.
- e. Click **Save** to save the added track.



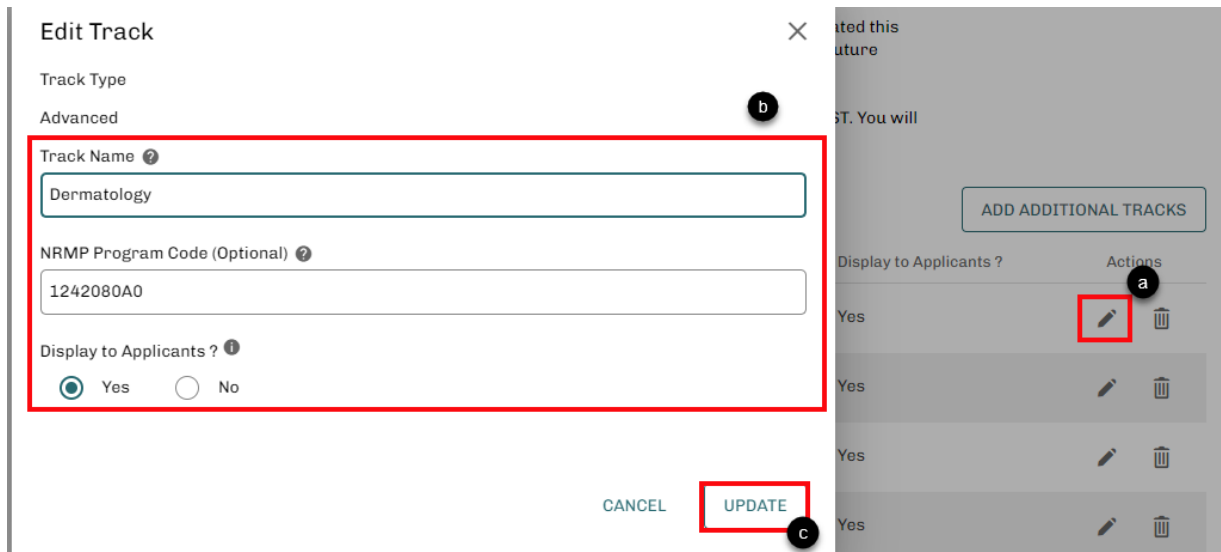
The screenshot shows the 'Add Track' form with the following elements highlighted by red boxes and letters:

- a**: The 'Select Track Type' dropdown menu.
- b**: The 'Enter Track Name' text input field.
- c**: The 'Enter NRMP Program Code' text input field.
- d**: The 'Display to Applicants?' radio button group, with the 'Yes' option selected.
- e**: The 'SAVE' button.

Additional visible elements include a 'CANCEL' button, a close 'X' icon, and a warning message: 'Please select a Track Type'.

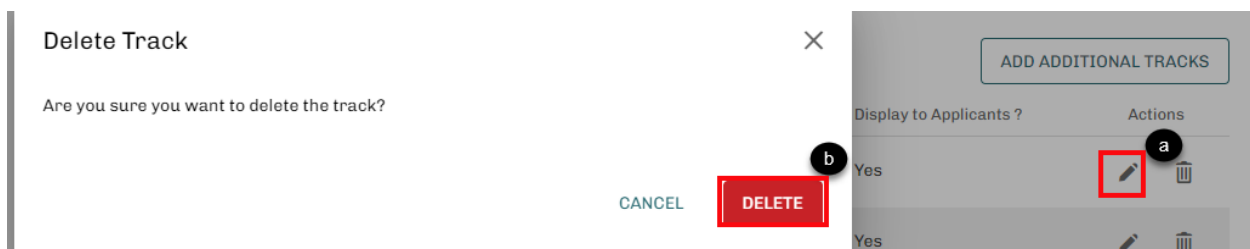
Edit Existing Track Information

1. To edit existing track information:
 - a. Click the pencil icon.
 - b. Edit the track information.
 - c. Click Update to save changes.



Delete an Existing Track

1. To delete an existing track:
 - a. Click the **trash icon**
 - b. Click **delete**



Note: You may delete a track ONLY if an applicant has not selected the track. Deleting a track will remove the track from the MyERAS® system and the PDWS. You may edit Track Name, NRMP Program Code or Display to Applicants at any time.