

How to Update ERAS® Institutional and Program Contact Information

1. Log in and 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

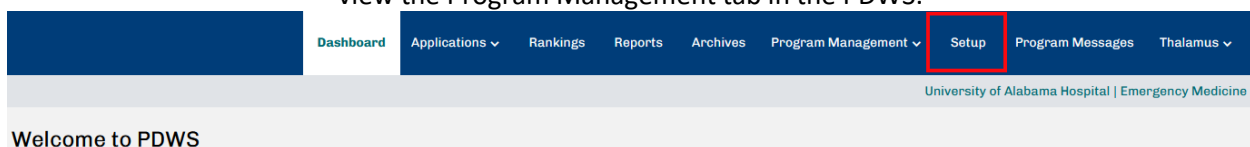
[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Navigate to the Setup tab.

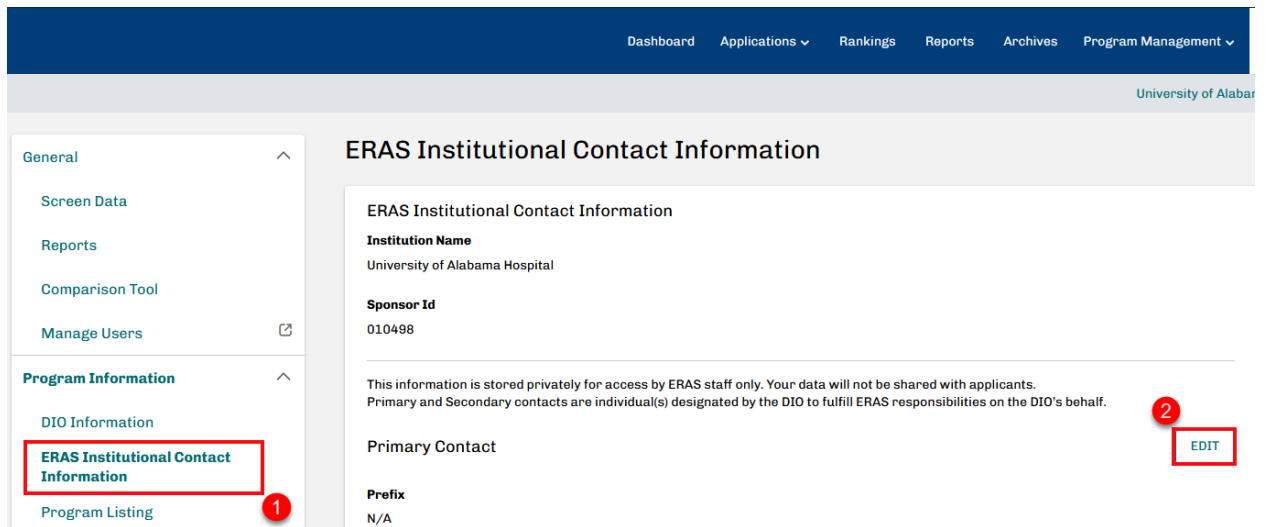
Note: Only users with Program Management, ISU, AISU, PSU, and APSU roles in the PDWS have access to view the Program Management tab in the PDWS.



3. Select ERAS Institutional Contact Information to update institutional contact information.

- a. Click Edit.

Note: This information is stored privately for access by ERAS staff only. Your data will not be shared with applicants. Primary and Secondary contacts are individual(s) designated by the DIO to fulfill ERAS responsibilities on the DIO's behalf.



Dashboard Applications Rankings Reports Archives Program Management

University of Alabama

General

- Screen Data
- Reports
- Comparison Tool
- Manage Users

Program Information

- DIO Information
- ERAS Institutional Contact Information**
- Program Listing

ERAS Institutional Contact Information

ERAS Institutional Contact Information

Institution Name
University of Alabama Hospital

Sponsor Id
010498

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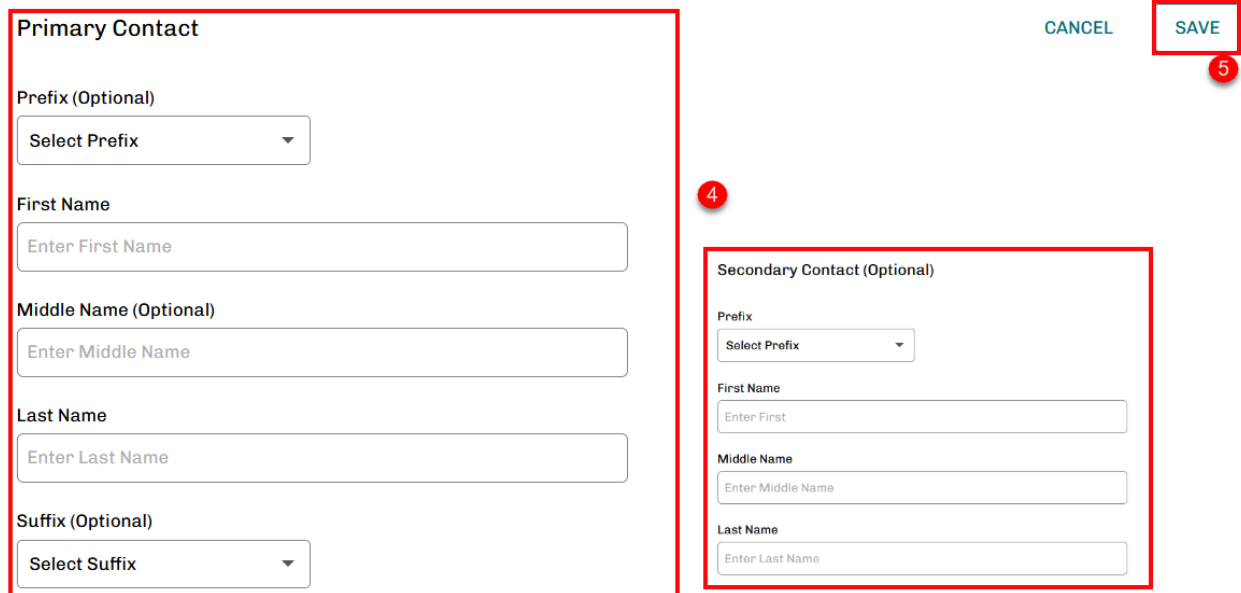
Primary Contact

Prefix
N/A

EDIT

4. Enter the appropriate information for your program's Primary and Secondary institutional contact. The Secondary contact is optional.

- Primary Contact Fields: Prefix (Optional), First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone, Extension (Optional), Fax (Optional), Address 1, Address 2 (Optional), City, State, Zip.
- Secondary Contact Fields: Prefix, First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone.



Primary Contact

Prefix (Optional)
Select Prefix

First Name
Enter First Name

Middle Name (Optional)
Enter Middle Name

Last Name
Enter Last Name

Suffix (Optional)
Select Suffix

Secondary Contact (Optional)

Prefix
Select Prefix

First Name
Enter First

Middle Name
Enter Middle Name

Last Name
Enter Last Name

CANCEL **SAVE**

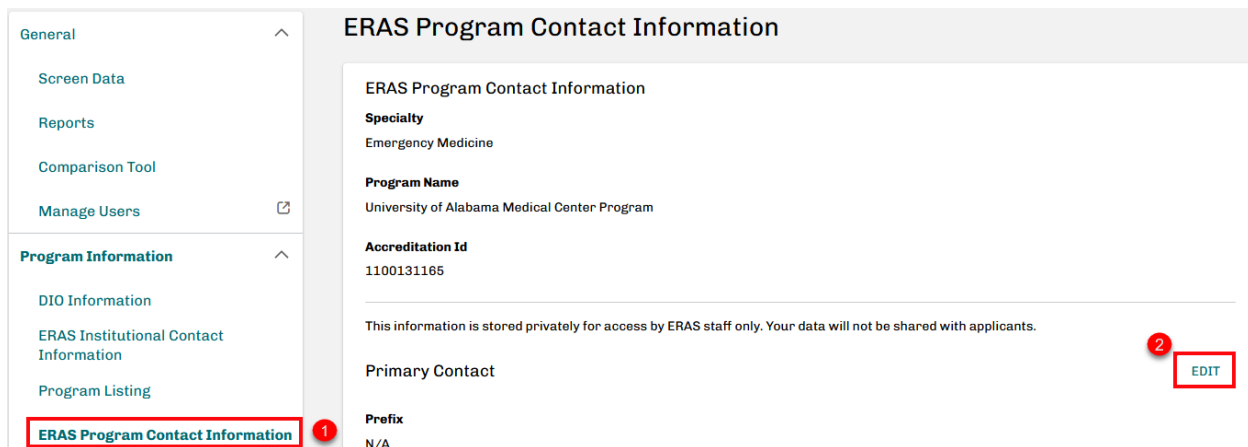
5. Click Save.

Update Program Contact Information

1. Click ERAS Program Contact Information.

a. Click Edit.

Note: This information is stored privately for access by ERAS staff only. Your data will not be shared with applicants.



ERAS Program Contact Information

ERAS Program Contact Information

Specialty
Emergency Medicine

Program Name
University of Alabama Medical Center Program

Accreditation Id
1100131165

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Primary Contact EDIT

Prefix
N/A

2. Enter the appropriate information for your program's Primary and Secondary program contact. The Secondary contact is optional.

a. Primary Contact Fields: Prefix (Optional), First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone, Extension (Optional), Fax (Optional), Address 1, Address 2 (Optional), City, State, Zip.

b. Secondary Contact Fields: Prefix, First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone.

3. Click Save.

Primary Contact

Prefix (Optional)

First Name

Middle Name (Optional)

Last Name

Suffix (Optional)

Secondary Contact (Optional)

Prefix

First Name

Middle Name

Last Name

Suffix

CANCEL

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