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

[Enter Username]

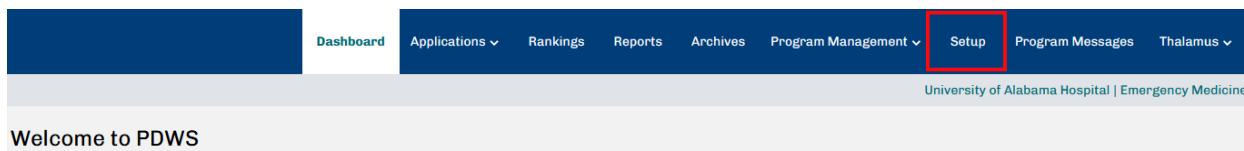⚠ **Username is Required**

Password

[Enter 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.

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University of Alabama Hospital | Emergency Medicine

Welcome to 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.

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4. Enter the appropriate information for your program's Primary and Secondary institutional 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.

5. Click Save.

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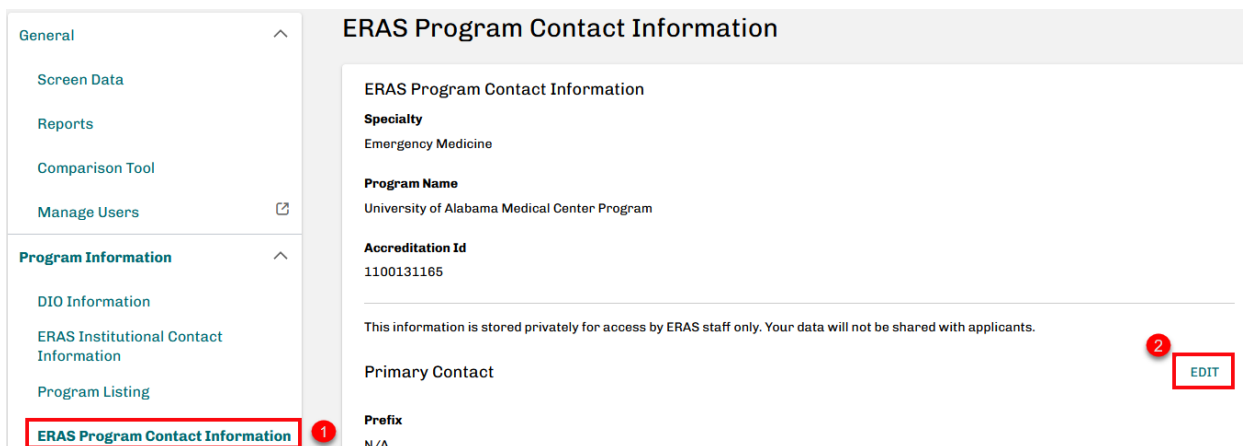
Update Program Contact Information

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.

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.

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