Program Level Toggle

The Choose Level feature allows users to view data for a specific program within their institution. Institution Super Users are also able to view data at the institution level. After logging in to the PDWS, select the institution under the Dashboard to view the Choose Level dialog box. Users will automatically be prompted to choose a level when logging in for the first time. Narrow down the data to the specific institution or program by selecting an Institution, Program, and Specialty from their drop-down menu.

Change the Level to View Program:

1. Navigate to ERAS® Program Director's WorkStation (PDWS) and enter your AAMC username and password.
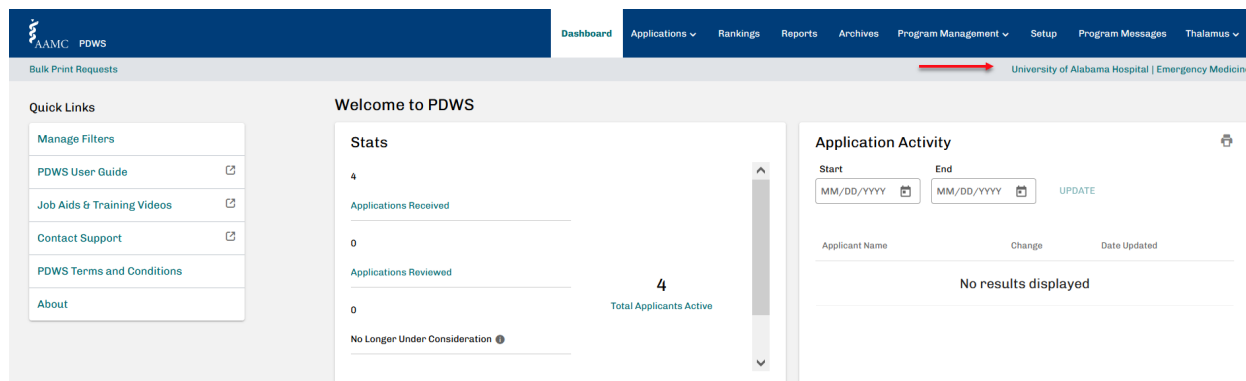
2. Click the **Institution or Specialty name** on the bar under the main navigation.

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3. Select the Institution, Program, and Specialty information.

4. Click the **Continue** button.

   a. The relevant data is now available.

   b. Institution level users must first toggle to a Program level in order to see any Program-specific tabs (e.g., Applications, Rankings) and Program-related choices under the Setup tab.