

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.

Sign In

Username

▲ Username is Required

Password

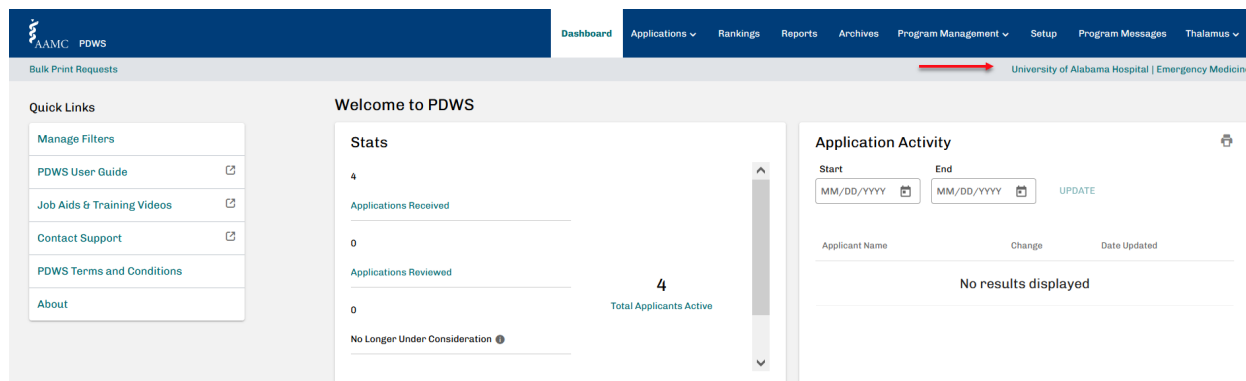
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Click the **Institution** or **Specialty name** on the bar under the main navigation.



The screenshot shows the PDWS dashboard interface. At the top is a navigation bar with links like Dashboard, Applications, Rankings, Reports, Archives, Program Management, Setup, Program Messages, and Thalamus. Below this is a sub-navigation bar for 'University of Alabama Hospital | Emergency Medicine'. The main content area is titled 'Welcome to PDWS' and includes a 'Stats' section with a vertical scrollbar. The stats show 4 Applications Received, 0 Applications Reviewed, and 0 No Longer Under Consideration, with a total of 4 Active Applicants. To the right is an 'Application Activity' section with filters for Start and End dates, and a table showing applicant names, change status, and update dates. The table currently displays 'No results displayed'.

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.

Choose Level

×

Please select the level you'd like to view. You may update your selection at any time after you've logged into the PDWS.

3

Institution

University of Alabama Hospital

Program

University of Alabama Medical Center Program

Specialty

Emergency Medicine

CANCEL

RESET

4

CONTINUE