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© AAMC



Resend Invitation

| 1. Navigate to the <u>ERAS® Pro</u> username and password. | ogram Director's WorkStation (PDWS) and enter your AAMC | |
|--|--|-----------------------|
| | Sign In Username Enter Username Vername is Required Password Enter Password | |
| 2. From the Depheserel eligit | STGN IN FORGOT YOUR USERNAME? FORGOT YOUR PASSWORD? NEED HELP? | |
| 2. From the Dashboard, click | | Formatted: Font: Bold |
| Dashboard Applications - Rankings | Reports Archives Program Management v Setup Program Messages Thalamus v | |
| 3. Click Manage Users to be | redirected to the User Management Tool (UMT). | Formatted: Font: Bold |
| | General ^ | |
| | Screen Data Reports | |
| | Comparison Tool | |
| | Manage Users 🖸 | |
| | Program Information V | |
| | Applications V | |
| The view and available options in Program Coordinator Role, Progra invite users. | the Setup tab are dependent on your assigned role. You must have a m Super User Role, or Institutional Super User Role to manage or | |
| 4. Select the appropriate tab t | o view your institution(s) or program(s) that you have access to. | |
| To manage access at the <u>institutic</u> for the institution you would like to | nal level and grant an institution specific role, click on Manage Access configure under the Institution tab. | |
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| | | Holly Flax (HF) |
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| | | ft Home |
| | | |
| | Program | |
| | | |
| 0. Search COLUMN FILTER 🛩 REORDER 💩 SHOW / HIDE | | |
| Application 🕇 Institution 🛧 | Manage | |
| ERAS Program Director Work Station Duke University Health System | MANAGE ACCESS | |
| Total Domo. 1 | Items per page: 200 👻 Page 1 of 1 | |
| | Appřeation 🕈 Institution 🕈 | Institution Program G. Search OOUMM FILTER > REORDER \$ \$MOW / HDE Application † builduion † Manage ENA Program Director Work Station Dala University Health System MANAGE ADDESS |

To manage access at the <u>program level and grant program specific roles</u>, click on **Manage Access** for the program you would like to configure under the **Program** tab.

| VAMC User Management Tool | | |
|--|---------------|--|
| | | |
| Select a Program to Manage | | |
| Institution | Program | |
| Q. Search COLUMN FILTER - REORDER 👁 SHOW / HIDD | | |
| Program Name 🛧 Institution 🛧 | Managa | |
| Duke University Hospital Program - Dermatology Duke University Health Syst | MANAGE ACCESS | |
| Duke University Hospital Program - Medical Genetics Duke University Health Syst | MANAGE ACCESS | |
| Duke University Hospital Program - Endocrinology, Diabetes, and Metabolism (Internal Medicino) | MANAGE ACCESS | |
| Duke University Hospital Program - Gastroenterology (Internal Medicine) Duke University Health Syst | MANAGE ACCESS | |

Your view may vary depending on the institution(s) or program(s) you have access to.

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| F _A | , AAMC User | r Management To | ol | | | | | n 🚓 🕹 Home Use | | tations | | |
|--|--|---|---|---|--|--|-------------------------------|--|---------------|----------------------|--|--|
| | | | | on - University of | Alabama Me | dical Center Pr | rogram - Emergen | icy Medicine | | | | |
| | Invitation | | ER | | | | | | | | | |
| | Q Search | | COLUMN FILTER | | 🗞 SHOW / HIDE | | | BU | ILK ACTION | s . | | |
| | ~ | First Name ↓ | Last Name ↑ | Email 🕈 | Status 🕇 | Date Issued 🕹 | Date Redeemed 🕇 | Expiration Date | э ↑ Ас | ctions | | |
| | | Tim | Le | | Redeemed | 06/09/2020 | 06/09/2020 | | | ÷2 | | |
| | • | Test | Example | testexample@gmail.c. | Sent | 05/31/2023 | | 06/28/2023 | | : | | |
| | | Test | Guy | | Expired | 08/23/2022 | | 09/20/2022 | | : | | |
| Ś | | | | | | | | ↑ # | | | | |
| • A | AAMC User | r Management To | ol | | | | | Home Use | -4 | tations | | |
| EF | RAS Progr | ram Director | r Work Statio | on - University of | Alabama Me | dical Center Pr | rogram - Emergen | icy Medicine | - | | | |
| EF | | ram Director | r Work Static | +* REORDER | 🗞 SHOW / HIDE | | | BU | | | | |
| EF | RAS Progr | ram Director | r Work Static | | | dical Center Pr Date Issued ↓ 06/09/2020 | Date Redeemed 1 06/08/2020 | - | | ctions | | |
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| EF | Invitation | ram Director | r Work Static ER COLUMN FILTER Last Name ↑ Le | -* REORDER Email ↑ | SHOW / HIDE Status ↑ Redeemed | Date Issued ↓ 06/09/2020 | Date Redeemed 🕈 | BU Expiration Date | | ctions | | |
| EF | Invitation | ram Director INVITE US First Name ↓ Tim Test Test Seend. | COLUMN FILTER Last Name 个 Le Example Guy | ← REORDER Email ↑ | SHOW / HIDE Status ↑ Redeemed . Sent Expired | Date Issued ↓ 06/09/2020 05/31/2023 08/23/2022 | Date Redeemed 个 06/09/2020 | BU Expiration Date 06/28/2023 09/20/2022 | ∋↑ Ac | tions 5 1 1 | | |
| EF | Invitation Q Search V V V V V V V V V V V V V V V V V V V | ram Director INVITE US First Name ↓ Tim Test Test Seend. Example | COLUMN FILTER Last Name 个 Le Example Guy | .= REORDER Email ↑ testexample@gmail.c. ample@gmail.c Ser | SHOW / HIDE Status ↑ Redeemed Sent Expired | Date Issued ↓ 06/09/2020 05/31/2023 | Date Redeemed ↑ 06/09/2020 | BU Expiration Date 06/28/2023 09/20/2022 | a↑ Ao | tions 5 1 1 | | |
| Cli ~ | Invitation Q Search V V V V V V V V V V V V V V V V V V V | ram Director as INVITE US First Name ↓ Tim Test Test Seend. Example Guy | COLUMN FILTER Last Name 个 Le Example Guy | .→ REORDER Email ↑ testexample@gmail.c. ample@gmail.c See Exp | SHOW / HIDE Status ↑ Redeemed Sent Expired t | Date Issued ↓ 06/09/2020 05/31/2023 08/23/2022 31/2023 | Date Redeemed ↑ 06/09/2020 | BU Expiration Date 06/28/2023 09/20/2022 06/28/2023 09/20/2022 Re | a ↑ Ac | tions 5 1 1 | | |
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9. To resend an invitation to multiple users:

- a. Select the relevant users.
- b. Click Bulk Actions.
- c. Click Bulk Resend.

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|------|------|--------------|---------------|---------------------|-------------|---------------|-----------------|------------|-------|
| λ Se | arch | | COLUMN FILTER | ₽ REORDER | SHOW / HIDE | | | BULK ACTI | ONS 🗸 |
| | 1 | First Name ↓ | Last Name 🕇 | Email 🕈 | Status 🕹 | Date Issued 🕹 | Date Redeemed 🕈 | Expiratio | lic |
| | ~ | Tim | Le | | Redeemed | 06/09/2020 | 06/09/2020 | Bulk Revok | :e 【 |
| | ~ | Test | Example | testexample@gmail.c | Sent | 05/31/2023 | | 06/28/2023 | |
| | ~ | Test | Jones | | Redeemed | 10/24/2019 | 10/24/2019 | | |
| | ~ | Test | Guy | | Expired | 08/23/2022 | | 09/20/2022 | |

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