

## Resend Invitation

1. Navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.

### Sign In

Username

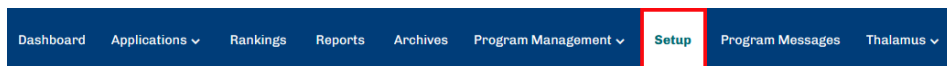
▲ Username is Required

Password

SIGN IN

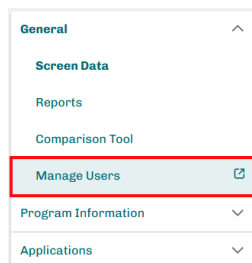
FORGOT YOUR USERNAME?  
FORGOT YOUR PASSWORD?  
NEED HELP?

2. From the Dashboard, click the **Setup** tab.



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3. Click **Manage Users** to be redirected to the User Management Tool (UMT).

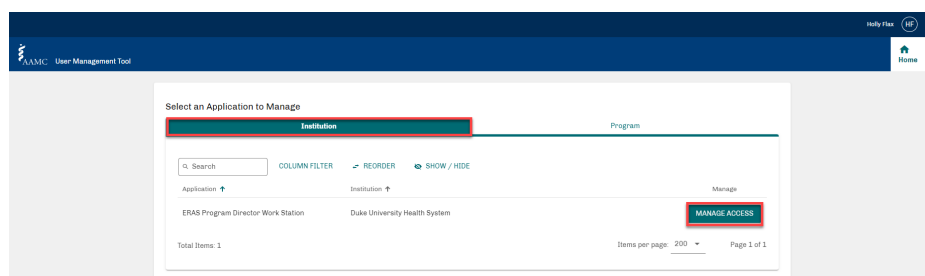


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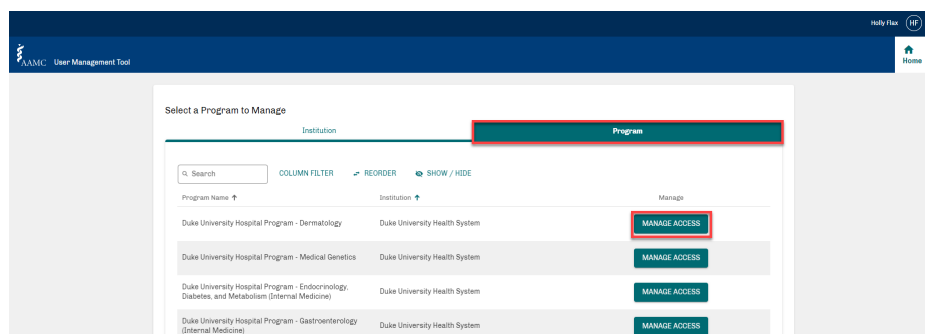
The view and available options in the **Setup** tab are dependent on your assigned role. You must have a Program Coordinator Role, Program Super User Role, or Institutional Super User Role to manage or invite users.

4. Select the appropriate tab to view your institution(s) or program(s) that you have access to.

To manage access at the institutional level and grant an institution specific role, click on **Manage Access** for the institution you would like to configure under the **Institution** tab.



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



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

5. Click the **Invitations** tab.
6. Click the **Actions** drop-down menu (the three dots) to manage an existing invitation.

AAMC User Management Tool

Home

Users

Invitations

ERAS Program Director Work Station - University of Alabama Medical Center Program - Emergency Medicine

Invitations

INVITE USER

Q Search

COLUMN FILTER

REORDER

SHOW / HIDE

BULK ACTIONS

<input type="checkbox"/>	First Name	Last Name	Email	Status	Date Issued	Date Redeemed	Expiration Date	Actions
<input type="checkbox"/>	Tim	Le		Redeemed	06/09/2020	06/09/2020		<div></div>
<input type="checkbox"/>	Test	Example	testexample@gmail.c...	Sent	05/31/2023		06/28/2023	<div></div>
<input type="checkbox"/>	Test	Guy		Expired	08/23/2022		09/20/2022	<div></div>

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<input type="checkbox"/>	Test	Example	testexample@gmail.c...	Sent	05/31/2023		06/28/2023	<div></div>
<input type="checkbox"/>	Test	Guy		Expired	08/23/2022		09/20/2022	<div></div>

7. Click **Resend**.

<input type="checkbox"/>	Test	Example	testexample@gmail.c...	Sent	05/31/2023	06/28/2023	<div></div>
<input type="checkbox"/>	Test	Guy		Expired	08/23/2022	09/20/2022	<div>Resend</div>
<input type="checkbox"/>	test	tete		Expired	10/24/2019	11/21/2019	<div>Revoke</div>

8. A confirmation message will appear at the top of the screen.

✓

The invitation resend action was successful.

✕

9. To resend an invitation to multiple users:
- a. Select the relevant users.

b. Click **Bulk Actions**.

c. Click **Bulk Resend**.

Invitations

INVITE USER

Q Search

COLUMN FILTER

REORDER

SHOW / HIDE

1

First Name

Last Name

Email

Status

Date Issued

Date Redeemed

Expiration

Actions

Tim

Le

Redeemed

06/09/2020

06/09/2020

2

BULK ACTIONS

Bulk Resend

Bulk Revoke

3

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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