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© AAMC



## **Resend Invitation**

1. Navigate to the <u>ERAS® Proc</u>	ram Director's WorkStation (F	PDWS) and enter your AAMC		
esoniano ana passivora. S	sign In			
P	Inter Username Username is Required SSWOrd Enter Password			
F	STEN IN DRGOT YOUR USERNAME? DRGOT YOUR PASSWORD? EED HELP?			
2. From the Dashboard, click th	e <mark>Setup</mark> tab.		Formatted: Font: Bold	
Dashboard Applications ~ Rankings R	eports Archives Program Management	✓ Setup Program Messages Thalamus ✓		
3. Click Manage Users to be re	edirected to the User Manager	ment Tool (UMT).	Formatted: Font: Bold	
	General ^			
	Screen Data			
	Reports			
	Comparison Tool			
	Manage Users 🖸			
	Program Information V			
	Applications ~			
The view and available options in the Program Coordinator Role, Program invite users.	e <b>Setup</b> tab are dependent on y n Super User Role, or Institutiona	our assigned role. You must have a al Super User Role to manage or		
4. Select the appropriate tab to	view your institution(s) or pro	gram(s) that you have access to.		
To manage access at the <u>institution</u> for the institution you would like to c	<u>al level and grant an institution s</u> onfigure under the <b>Institution</b> ta	<u>pecific role</u> , click on <b>Manage Access</b> b.		





		Holly Flax
		ft Home
Select an Application to Manage	Program	
0. Search COLUMN FILTER 🛩 REORDER 💩 SHOW / HIDE		
Application 🕇 Institution 🛧	Manage	
ERAS Program Director Work Station Duke University Health System	MANAGE ACCESS	
Total Barray 1	Items per page: 200 👻 Page 1 of 1	
	Select an Application to Manage	Select an Application to Manage

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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EF	RAS Progr	ram Director	r Work Statio	on - University of	Alabama Me	dical Center Pr	rogram - Emergen	icy Medicine				
	Invitation		ER									
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	~	First Name ↓	Last Name ↑	Email 🕈	Status 🕇	Date Issued 🕹	Date Redeemed 🕇	Expiration Date	э <b>↑</b> 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								<b>↑</b> #	**			
• 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	-			
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## ERAS FUTURE



## 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 Se	arch		COLUMN FILTER	r REORDER €	SHOW / HIDE			BULK ACTI	0NS ~	
	1	First Name 🗸	Last Name 🕈	Email 🕈	Status 🕹	Date Issued 🕹	Date Redeemed 🕈	Expiratio Bulk Reser	ions	
	~	Tim	Le		Redeemed	06/09/2020	06/09/2020	Bulk Revok	ke 😗	
	~	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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