

## How to Update Screened Fields

Programs can screen information that they have considered to be sensitive information. At the beginning of each season screened data is reset to their defaults. Use this job aid to configure the data filter so screened application information is viewable.

In the 2026 ERAS season, PSUs and APSUs have the option to update 6 screened data fields, and ISUs and AISUs can update all 14 screened data fields. If an institution sets a restricted field for programs to be viewable, then the program can toggle between making these fields viewable or screened as needed. Program users must have a Super User role to configure screened information. Please contact the PSU or ISU to configure the screened data fields.

**Note: Screened data fields will carry over into Thalamus.**

Data fields for Institution Super User and Alternate Institution Super User roles:

- Basis for Work Authorization
- Birth Date
- Current Work Authorization
- Designated Pronouns
- Felony Conviction
- Gender
- Geographic Preference
- Hometown(s)
- Limiting Factors
- Misdemeanor Conviction
- Photograph
- Self-Identification
- Visa Sponsorship Needed
- Visa Sponsorship Sought

Program Super User and Alternate Program Super Users can view all data fields but can only edit the following fields:

- Basis for Work Authorization
- Current Work Authorization
- Geographic Preference
- Hometown(s)
- Visa Sponsorship Needed
- Visa Sponsorship Sought

**\*You must have a Super User role to configure screened information**

**Please contact your Program Super User(s) or Institution Super Users to configure the screened data fields. \***

If data fields appear screened, it is because of Data Filters.

Personal	Geo Preferences	Education	Experience	Publications	Exams/Licences										
<b>Personal</b> <table border="1"> <tr> <td>Gender</td> <td>Screened</td> </tr> <tr> <td>Birth Date</td> <td>Screened</td> </tr> <tr> <td>Self-identification</td> <td>Screened</td> </tr> </table>			Gender	Screened	Birth Date	Screened	Self-identification	Screened	<b>Contact</b> <table border="1"> <tr> <td>Preferred Phone</td> <td>20212536541</td> </tr> <tr> <td>Email</td> <td></td> </tr> </table>			Preferred Phone	20212536541	Email	
Gender	Screened														
Birth Date	Screened														
Self-identification	Screened														
Preferred Phone	20212536541														
Email															

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. To access and update the Data Filters, click on the **Setup** tab, then **Data Filters**.

Dashboard Applications Rankings Reports Archives Program Management **Setup** Program Messages Thalamus

Bulk Print Requests | History

General

Screen Data

Reports

Data screening hides sensitive information during the application evaluation process. Screened data will not be displayed in applications, reports, and filter results. You can switch data to screened or viewable at any time.

	Viewable	Screened
Basis for Work Authorization	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hometown(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Click the **toggle bar** to move it to Viewable. Click the **Save** button to save the selection.

a. Institution Super User and Alternate Institution Super User view:

Screen Data

Data screening hides sensitive information during the application evaluation process. Screened data will not be displayed in applications, reports, and filter results. You can switch data to screened or viewable at any time.

	Viewable	Screened		Viewable	Screened
Basis for Work Authorization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hometown(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Birth Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limiting Factors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current Work Authorization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Misdemeanor Conviction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Designated Pronouns	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Photograph	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Felony Conviction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Self Identification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visa Sponsorship Needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Geographic Preference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visa Sponsorship Sought	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**CANCEL** **SAVE**

b. Program Super User and Alternate Program Super user view:

Screen Data

Data screening hides sensitive information during the application evaluation process. Screened data will not be displayed in applications, reports, and filter results. You can switch data to screened or viewable at any time. Access to data screening is restricted to specific user roles, allowing authorized individuals to view and screen data within their assigned fields.

	Viewable	Screened		Viewable	Screened
Basis for Work Authorization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hometown(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Birth Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limiting Factors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current Work Authorization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Misdemeanor Conviction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Designated Pronouns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photograph	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Felony Conviction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self Identification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Visa Sponsorship Needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Geographic Preference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visa Sponsorship Sought	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**CANCEL** **SAVE**

4. Follow the prompts that appear. When the confirmation message appears, the Data Filters will be set.

Save Changes?

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I understand that federal, local, or state laws may prohibit the consideration of protected characteristics in the application review process and that I am prohibited from using data provided through ERAS to unlawfully discriminate against any residency candidate. Your changes will be saved and your institutional official will be notified. Do you wish to save your changes?

CANCEL

SAVE

✓

Data filters saved successfully

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