

How to Update ERAS Institutional and Program Contact Information

1. Login Navigate to [ERAS Program Directors Work Station \(PDWS\)](#) and enter your AAMC username and password.

Sign In

Username

⚠ Username is Required

Password

SIGN IN

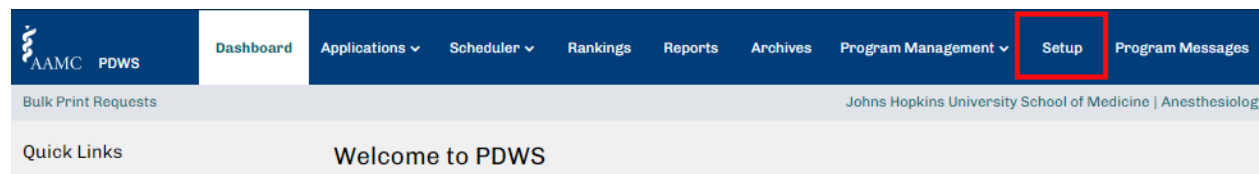
[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Navigate to the Setup tab

Note: Only users with ISU, AISU, PSU, and APSU roles in PDWS have access to view the Program Management tab in PDWS.



3. Select ERAS Institutional Contact Information to update institutional contact information.
 - a. Click Edit

Note: This information is stored privately for access by ERAS staff only. Your data will not be shared with applicants. Primary and Secondary contacts are individual(s) designated by the DIO to fulfill ERAS responsibilities on the DIO's behalf.

Dashboard Applications Scheduler Rankings Reports Archives Program Management Setup Program Management

PDWS

int Requests University of Alabama Hospital | Emergency

ERAS Institutional Contact Information

General

- Screen Data
- Reports
- Comparison Tool
- Manage Users

Program Information

- DIO Information
- ERAS Institutional Contact Information**
- Program Listing
- ERAS Program Contact Information

ERAS Institutional Contact Information

Institution Name
N/A

Sponsor Id
N/A

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Primary Contact

Prefix
N/A

First Name

EDIT

4. Enter the appropriate information for your program's Primary and Secondary institutional contact. The Secondary contact is optional

- Primary Contact Fields: Prefix (Optional), First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone, Extension (Optional), Fax (Optional), Address 1, Address 2 (Optional), City, State, Zip
- Secondary Contact Fields: Prefix, First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone

Primary Contact

Prefix (Optional)
Select Prefix

First Name
Enter First Name

Middle Name (Optional)
Enter Middle Name

Last Name
Enter Last Name

Suffix (Optional)
Select Suffix

Secondary Contact (Optional)

Prefix
Select Prefix

First Name
Enter First

Middle Name
Enter Middle Name

Last Name
Enter Last Name

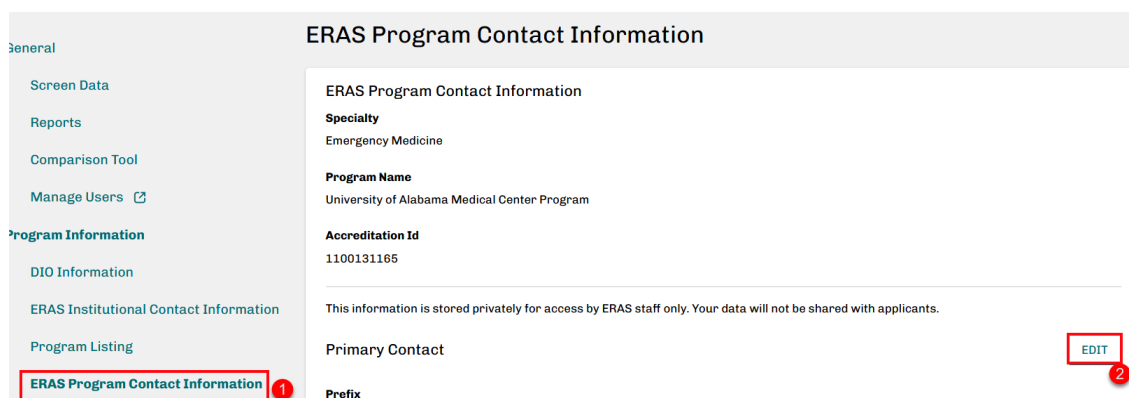
CANCEL **SAVE**

5. Click Save

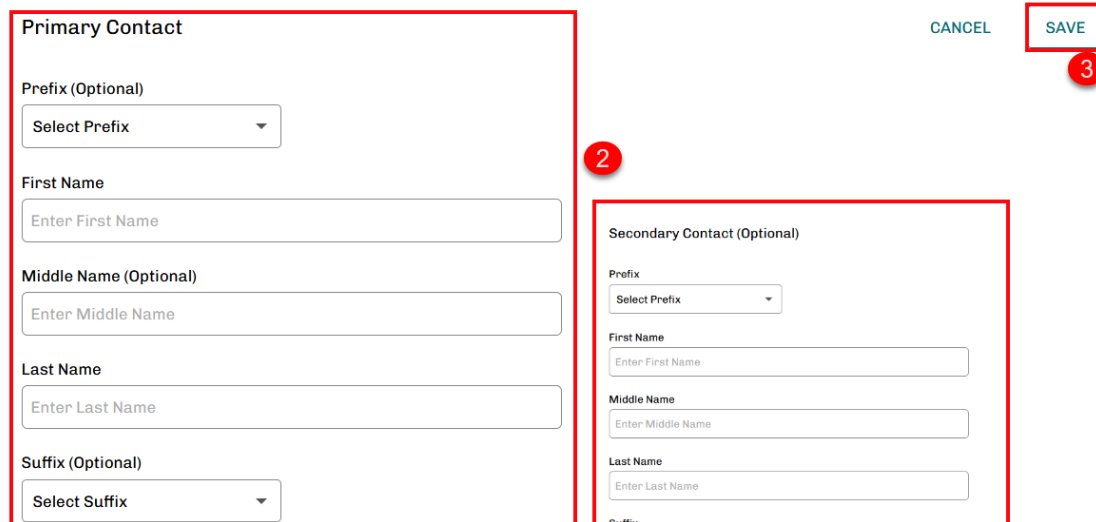
Update Program Contact Information

1. Click ERAS Program Contact Information
 - a. Click edit

Note: This information is stored privately for access by ERAS staff only. Your data will not be shared with applicants.



2. Enter the appropriate information for your program's Primary and Secondary program contact. The Secondary contact is optional
 - a. Primary Contact Fields: Prefix (Optional), First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone, Extension (Optional), Fax (Optional), Address 1, Address 2 (Optional), City, State, Zip
 - b. Secondary Contact Fields: Prefix, First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone



3. Click Save