# 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.



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.
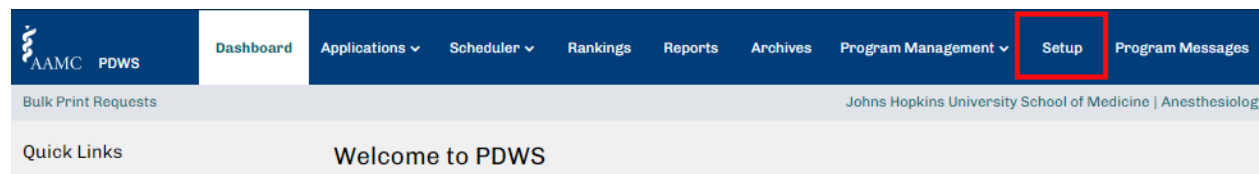


3. Select ERAS Institutional Contact Information to update institutional contact information.
    a. Click Edit

    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.

4.   Enter the appropriate information for your program's Primary and Secondary institutional 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

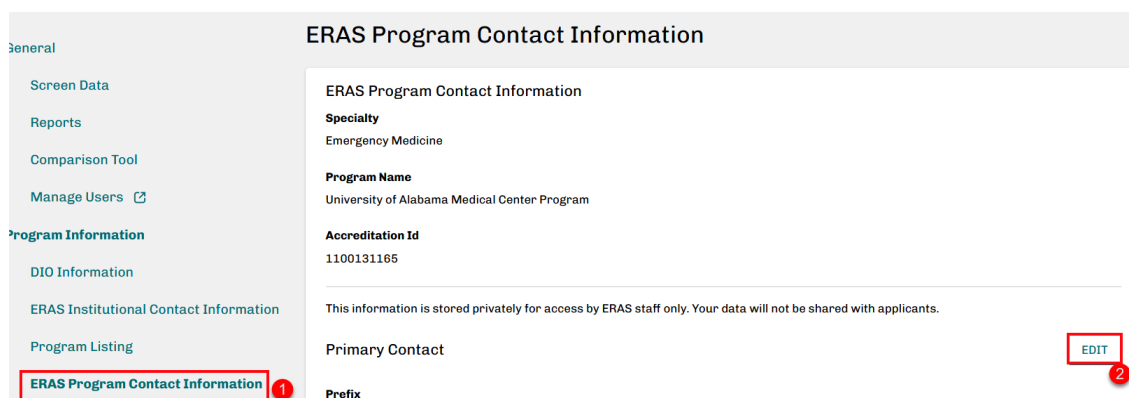      b.   Secondary Contact Fields: Prefix, First Name, Middle Name (Optional), Last Name, Suffix (Optional), E-mail, Phone
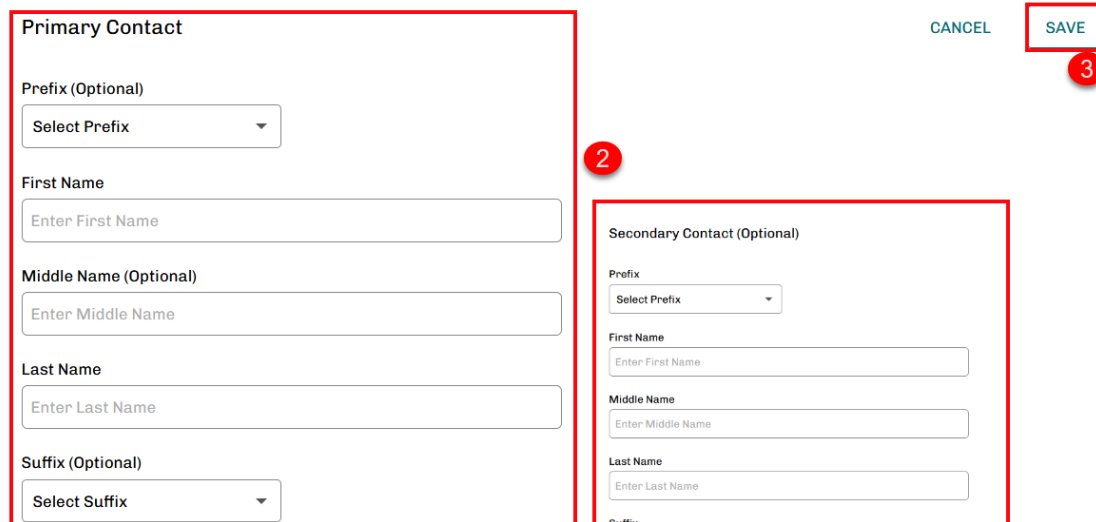
5. Click Save

# 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