

## How to Update Program Listing 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

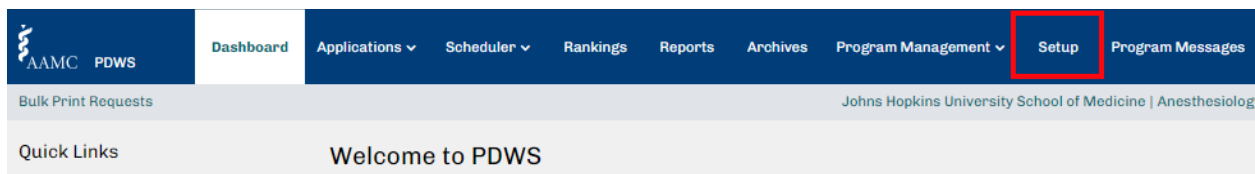
[FORGOT YOUR USERNAME?](#)

[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.



The screenshot shows the PDWS dashboard interface. The top navigation bar includes the AAMC PDWS logo, a Dashboard tab, and several menu items: Applications, Scheduler, Rankings, Reports, Archives, Program Management, Setup (highlighted with a red box), and Program Messages. Below the navigation bar, there is a section for Bulk Print Requests and a footer area with Quick Links and a Welcome to PDWS message.

3. Select Program Listing to update your program's information in MyERAS.
  - a. Click Edit

Note: This information will be displayed to applicants viewing your program's information in MyERAS.

General

Screen Data

Reports

Comparison Tool

Manage Users [↗](#)

**Program Information**

DIO Information

ERAS Institutional Contact Information

**Program Listing** 1

ERAS Program Contact Information

Applications

Statuses

## Program Listing

**Program Listing**

**Specialty**  
Emergency Medicine

**Program Name**  
University of Alabama Medical Center Program ⓘ

**Accreditation Id**  
1100131165

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This information will be displayed to applicants viewing your program's information in MyERAS.

**Program Director Information**

**Prefix**  
N/A

**First Name**

2 EDIT

4. Enter Program Director Information:
  - a. First Name, Middle Name (Optional), Last Name, Suffix (Optional), Designation (Optional), E-mail
5. Enter Program Information:
  - a. Address 1, Address 2 (Optional), Address 3 (Optional), City, State, Zip, Phone, Extension (Optional), Fax (Optional), E-mail, Website (Optional)
  - b. Add Social Media. Please note that the maximum number of social media accounts allowed is three
  - c. Are you an Osteopathic Recognized Program?
  - d. Add Program Requirements (Optional)

Program Requirements (Optional)

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Enter Program Requirements

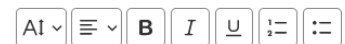
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- e. Add Program Information for Applicants (Optional)
- f. Click Save

**Program Information for Applicant (Optional)**

We encourage you to provide additional information for applicants interested in applying to your program in the text box below. This information will be displayed within MyERAS for Applicants and will assist them in further understanding what your program values as part of the application process. The details you provide can include general program information, applicant requirements, application deadlines, description of patient populations, curricular/training opportunities, whether you offer dedicated time for research during residency, and/or any other unique opportunities available. If available, please also share career outcomes, such as top sub-specialty choices, job sector, and any related fellowship opportunities.

[Click here](#) to see an example of where the text will be shown in MyERAS for Applicants. Applicants will also see the disclaimer that the AAMC makes no endorsement of your program information, including whether it is accurate or complete.



Enter Program Information for Applicant

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CANCEL

SAVE