1. **Purpose**

The purpose of this procedure is to provide guidelines to the OCE staff for enrolling eligible third year students into myERAS system in July of each academic year.

2. **Related Policy/Authority**

AAMC

ERAS DWS

MyERAS

3. **Faculty/Staff Responsibilities**

Fourth Year Clerkship Coordinator

4. **Definitions/Abbreviations**

A. AAMC - Association of American Medical Colleges

B. ERAS DWS - Electronic Residency Application Service Dean’s Office Workstation

C. MyERAS - Contains a portal for uploading Letters of Recommendation and the Electronic Resident Application Service.

D. OCE - Office of Clinical Education

5. **Procedural Steps**

5.1. The fourth year coordinator will assign Tokens to all eligible third year students in myERAS by:

5.1.1. Obtaining the roster of eligible students advancing to third year from the Registrar;

5.1.2. Logging into myERAS and ensuring the appropriate Season (graduation year) is selected;

5.1.3. Formatting the roster obtained from the Registrar to reflect the WS_DO_template provided by myERAS; and

5.1.5. Uploading the template.

5.2. Students will receive an invitation to enroll in myERAS;

5.2.1. The fourth year coordinator can re-send or rescind the Token per student, or in bulk.
### 6. Reports/Charts/Forms/Attachments/Cross References

*myERAS*

*myERAS Residency User Guide*

*DWS_DO_template*

### 7. Maintenance

The OCE will review this procedure as necessary.

### 8. Signature

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>9/3/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irina Zhorzhiani, MBA</td>
<td>Date</td>
</tr>
<tr>
<td>Director of Clinical Education</td>
<td></td>
</tr>
</tbody>
</table>

### 9. Distribution List

**Internal**

### 10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[e.g., 3.1]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>