

OCE – Fourth Year Rotations: myERAS Student Enrollment	SOP #: CE.015.00
Effective Date	7/1/2018
Last Revision/Review	11/29/18, 8/28/19

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.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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

Signature on File	9/3/19
Irina Zhorzholiani, MBA Director of Clinical Education	Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			