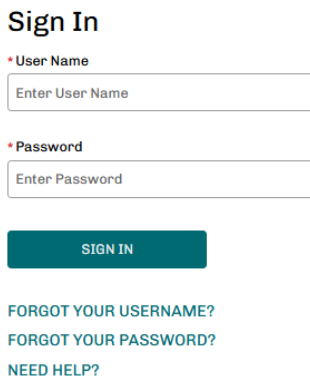


Token Registration Status

This job aid provides step-by-step instructions for users on how to pull a report in the DWS (Dean's Office WorkStation) system to identify students who have or have not registered their token to participate in the current ERAS® season. The report aims to assist administrators and faculty members in efficiently identifying and managing the certification status of student applications within the MyERAS® platform.

1. Navigate and log in to [DWS](#).



Sign In

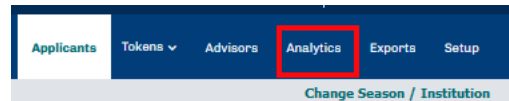
*User Name

*Password

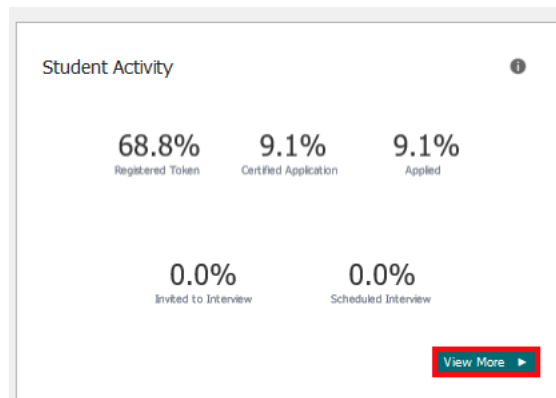
SIGN IN

[FORGOT YOUR USERNAME?](#)
[FORGOT YOUR PASSWORD?](#)
[NEED HELP?](#)

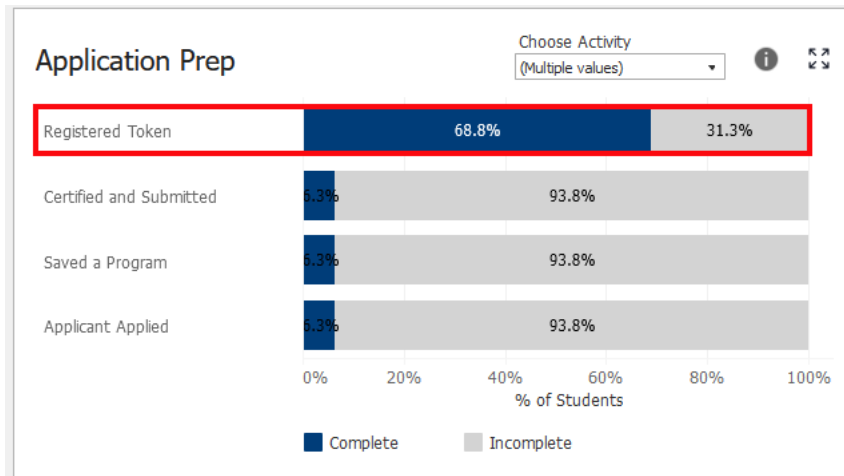
2. Select the Analytics tab to access DWS Analytics.



3. Select View More located in the Student Activity card.



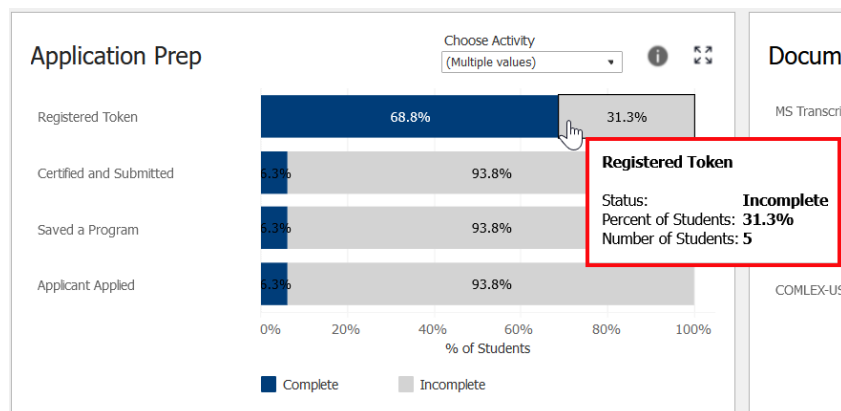
- In the Application Prep card, locate the Registered Token activity to view students who have and have not registered their MyERAS token.



- To view student-level details, hover over the gray and blue bar.
- The student-level details include:
 - Status
 - Percent of Students
 - Number of Students

To view students who have **not** registered their token:

- Hover over and click the gray bar.



Note: The status for students who have not registered their token will be **Incomplete**.

2. When the gray bar has been selected, a filtered crosstab will open with a view of students who have an Incomplete status for the Registered Token item.

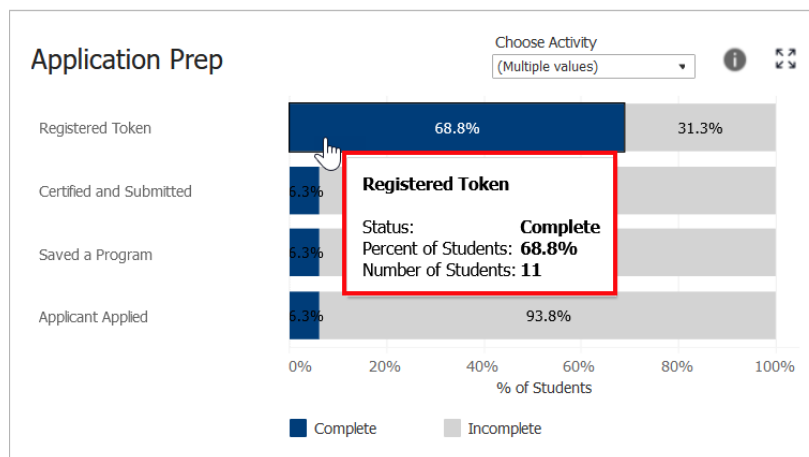
Applicant Details i ↓ ×

Application Id	Name	Season	Aamc Id	Item Name	Contact Email	Profile Link	Status
2025469402	Beecroft, Beke	2025	Nul	Registered Token		Beecroft, Beke's Profile	Incomplete
2025470502	Flora Simmons	2025	Nul	Registered Token		Flora Simmons's Profile	Incomplete
2025469342	Garret Jordan	2025	Nul	Registered Token		Garret Jordan's Profile	Incomplete
2025469403	Rackley Robert	2025	Nul	Registered Token		Rackley Robert's Profile	Incomplete
2025470451	Test Test	2025	Nul	Registered Token		Test Test's Profile	Incomplete

3. Next, users will be taken to the Applicant Details page where they can see the following information after opening the filtered crosstab:
- Application ID
 - Name
 - Season
 - AAMC ID
 - Item Name
 - Contact Email
 - Profile link (Users can click the profile link to access the applicant's profile.)
 - Status

To view students who have registered their token:

- Hover over and click the blue bar.



Note: The status for students who have registered their token will be **Complete**.

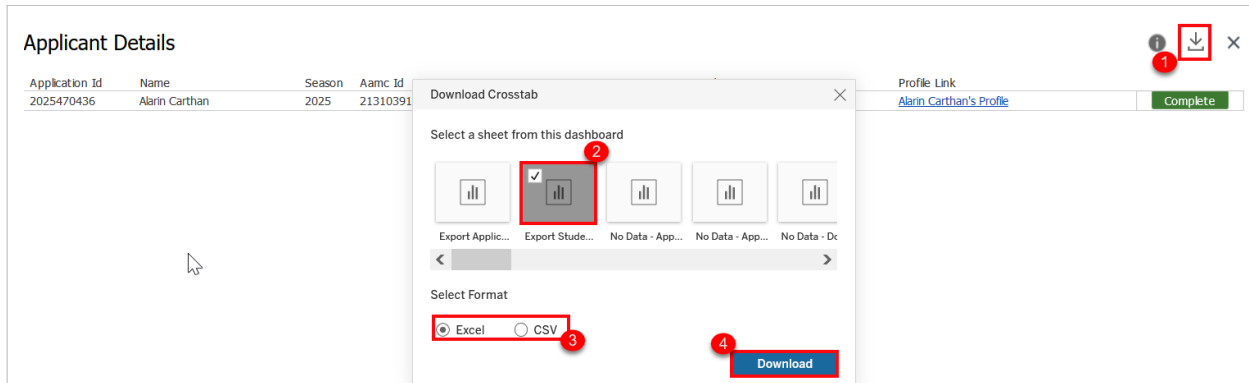
- When the blue bar has been selected, a filtered crosstab will open with a view of students who have a Complete status for the Registered Token item.

Applicant Details i ↓ ×

Application Id	Name	Season	Aamc Id	Item Name	Contact Email	Profile Link	
2025470436	Alarin Carthan	2025	21310391	Registered Token		Alarin Carthan's Profile	Complete
2025470453	Andrew McDowell	2025	21147463	Registered Token		Andrew McDowell's Profile	Complete
2025470450	Ashley Plourde	2025	21310388	Registered Token		Ashley Plourde's Profile	Complete
2025470440	Ashley Wilson	2025	21310384	Registered Token		Ashley Wilson's Profile	Complete
2025470447	Brenen Butler	2025	21116747	Registered Token		Brenen Butler's Profile	Complete
2025470037	Debbie Fong	2025	21215293	Registered Token		Debbie Fong's Profile	Complete
2025470443	Erin Helbing	2025	21255281	Registered Token		Erin Helbing's Profile	Complete
2025470503	Flora Simmons	2025	21196691	Registered Token		Flora Simmons's Profile	Complete
2025470501	Hermione Granger	2025	21312235	Registered Token		Hermione Granger's Profile	Complete
2025470227	Iqra Maroof	2025	21271411	Registered Token		Iqra Maroof's Profile	Complete
2025469290	Kahedja Burley	2025	21310386	Registered Token		Kahedja Burley's Profile	Complete

- Users will be taken to the Applicant Details page where they can see the following information after opening the filtered crosstab:
 - Application ID
 - Name
 - Season
 - AAMC ID
 - Item Name
 - Contact Email
 - Profile link (Users can click the profile link to access the applicant's profile.)
 - Status

To export data from the Applicant Details crosstab:



- Click the Download icon.
- Select Export Student Results.
- Select a format.
- Click Download.