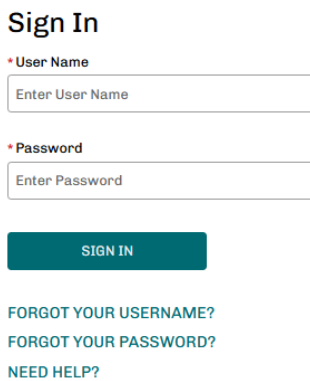


Certified and Submitted Application Status

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 certified and submitted their application. 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

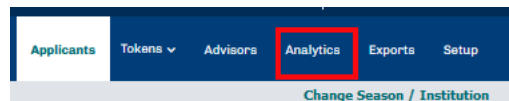
*User Name

*Password

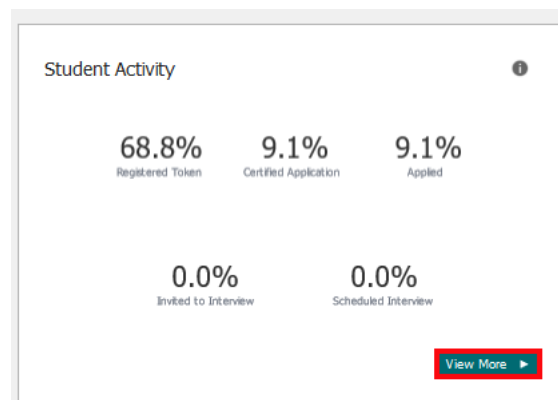
SIGN IN

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

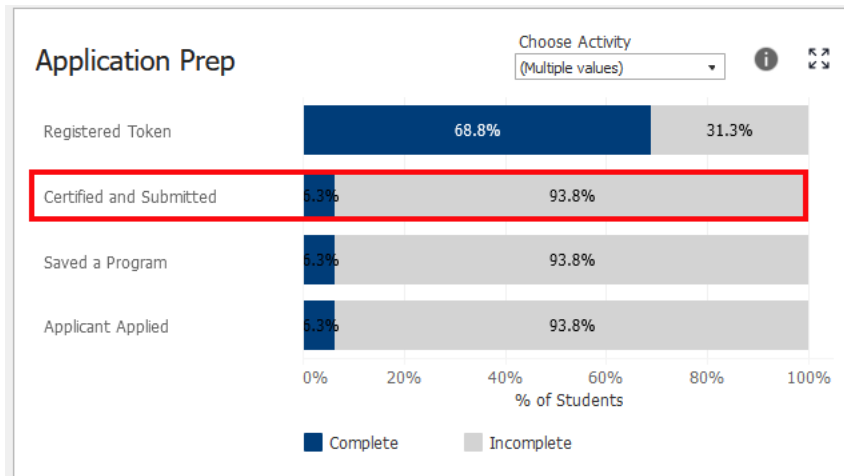
2. Select the Analytics tab to access DWS Analytics.



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



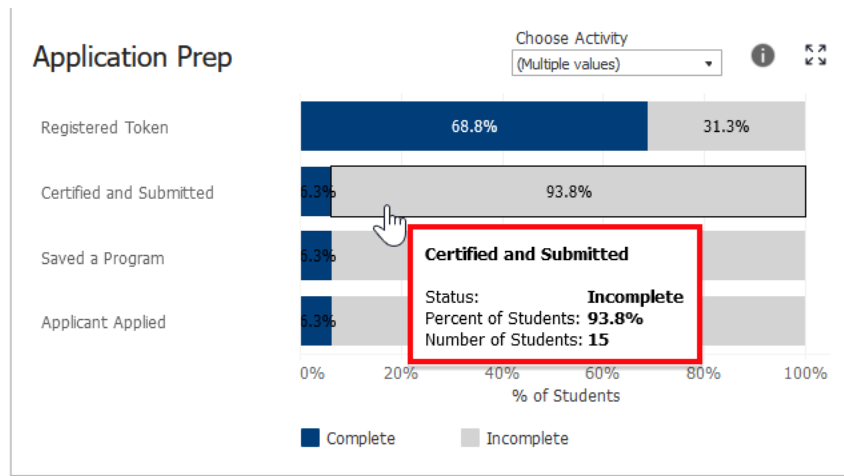
- In the Application Prep card, locate the certified and submitted activity to view students who have and have not certified and submitted their MyERAS application.



- 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** certified and submitted their application:

- Hover over and click the gray bar.



Note: The status for students who have not certified and submitted their application 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 Certified and Submitted item.

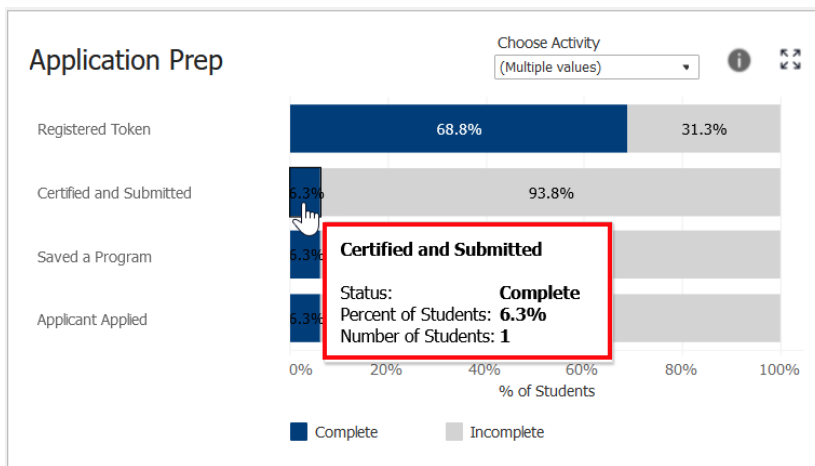
Applicant Details							?	↓	×
Application Id	Name	Season	Aamc Id	Item Name	Contact Email	Profile Link			
2025470453	Andrew McDowell	2025	21147463	Certified and Submitted	kvmateen@yahoo.com	Andrew McDowell's Profile	Incomplete		
2025470450	Ashley Plourde	2025	21310388	Certified and Submitted	aplourde@aamc.org	Ashley Plourde's Profile	Incomplete		
2025470440	Ashley Wilson	2025	21310384	Certified and Submitted	awilson@aamc.org	Ashley Wilson's Profile	Incomplete		
2025469402	Becroft Beke	2025	Null	Certified and Submitted	esther_ojeifo@yahoo.com	Becroft Beke's Profile	Incomplete		
2025470447	Brenen Butler	2025	21116747	Certified and Submitted	bbutler@aamc.org	Brenen Butler's Profile	Incomplete		
2025470037	Debbie Fong	2025	21215293	Certified and Submitted	dfong@aamc.org	Debbie Fong's Profile	Incomplete		
2025470443	Erin Helbling	2025	21255281	Certified and Submitted	ehelbling@aamc.org	Erin Helbling's Profile	Incomplete		
2025470502	Flora Simmons	2025	Null	Certified and Submitted	lovelaurel223@gmail.com	Flora Simmons's Profile	Incomplete		
2025470503	Flora Simmons	2025	21196691	Certified and Submitted	lovelaurel223@gmail.com	Flora Simmons's Profile	Incomplete		
2025469342	Garret Jordan	2025	Null	Certified and Submitted	gjordan@aamc.org	Garret Jordan's Profile	Incomplete		
2025470501	Hermione Granger	2025	21312235	Certified and Submitted	erastestapplicant@gmail.com	Hermione Granger's Profile	Incomplete		
2025470227	Iqra Maroof	2025	21271411	Certified and Submitted	imarooof@aamc.org	Iqra Maroof's Profile	Incomplete		
2025469290	Kahedja Burley	2025	21310386	Certified and Submitted	kburley@aamc.org	Kahedja Burley's Profile	Incomplete		
2025469403	Rackley Robert	2025	Null	Certified and Submitted	esther_ojeifo@yahoo.com	Rackley Robert's Profile	Incomplete		
2025470451	Test Test	2025	Null	Certified and Submitted	aplourde@aamc.org	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 certified and submitted their application:

- Hover over and click the blue bar.



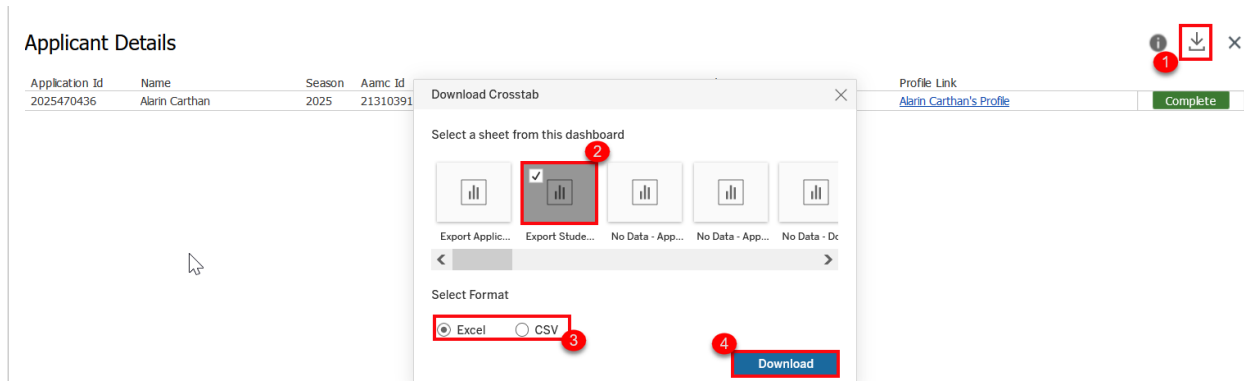
Note: The status for students who have certified and submitted their application will be **Complete**.

- When the gray bar has been selected, a filtered crosstab will open with a view of students who have a Complete status for the Certified and Submitted item.

Applicant Details							Complete
Application Id	Name	Season	Aamc Id	Item Name	Contact Email	Profile Link	
2025470436	Alarin Carthan	2025	21310391	Certified and Submitted	acarthan@aamc.org	Alarin Carthan's Profile	

- 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.