

Student logs into MyERAS. Hover over 'Documents' tab and select 'Letter of Recommendation'

The screenshot shows the MyERAS dashboard for the 2017 Residency season. The top navigation bar includes the AAMC logo, a dashboard menu, and several tabs: 'Application', 'Documents' (highlighted with a red circle), 'Programs', 'Message Center', and 'Interviews'. The user's name, 'Carol Davis', is displayed in the top right corner.

The main content area is divided into three columns: 'Application', 'Documents', and 'Programs'. The 'Application' column lists various sections with their completion status: Personal Information, Biographic Information, Education, Experience, Licensure, and Publications, all marked as 'Incomplete'. There are also links for 'View/Print Application' and 'View/Print CV'. The 'Documents' column shows a list of documents with their upload status: 'Uploaded but Unassigned LoRs' (0), 'Unassigned Personal Statements' (0), 'MS Transcript' (Not Uploaded), 'MSPE (Dean's Letter)' (Not Uploaded), and 'Photo' (Not Uploaded). The 'Programs' column shows 'Saved Programs' (0) and 'Programs Applied to' (0).

On the right side, there is a 'Resources' section with links to 'MyERAS Worksheet', 'MyERAS User Guide for USMG Residency Applicants', 'Applicant FAQs', and 'ERAS Timeline for USMG Residency Applicants'. Below this, there is a 'Contact ERAS' section with the phone number (202) 862-6264 and the hours Monday - Friday 8am - 6pm ET.

Student clicks 'Add New'



Documents

Personal Statements

Letters of Recommendation

Additional Documents

Letters of Recommendation

Help ⓘ

In order for an LoR Author to upload a letter on your behalf, you MUST complete the following steps for **each** LoR that you intend to use during the application season.

1. Click *Add New* to enter and save LoR information.
2. Confirm the LoR entry by marking the associated checkbox and selecting *Only checked* in the Confirm drop down list.
Note: You may only edit and/or delete a LoR entry prior to confirming.
3. Select *Print Letter Request Form* in the associated Action column and provide the form to your LoR Author.

+ Add New

Search by Name, Title/Dept., or Specialty

<input type="checkbox"/>	LoR Information	Specialty	Letter ID	Status	Actions
<input type="checkbox"/>	Dr. Albert King - Pediatrics Physician ⓘ	Pediatrics	55EF6OHCA	✓ Uploaded - 05/10/2016 ⓘ	Select ▾
<input type="checkbox"/>	Dr. Amanda Washington - Program Director ⓘ	Internal medicine	55EF6OICB	✓ Uploaded - 05/11/2016 ⓘ	Select ▾
<input type="checkbox"/>	Jennifer Jones - Physician's Assistant ⓘ	Internal Medicine		⚠ Not Confirmed for Upload	Select ▾

Student enters required information or letter author.

*****LUCOM recommends students WAIVE their right to view letter*****

Add Letter of Recommendation

* Indicates required field.

LoR Author Name: *

LoR Author Title/Department: *

Specialty to which this letter
will be assigned:

Note: Specialty field will only be viewable to applicants, their Designated Dean's Office and the LoR Author - not programs.

Additional LoR Information *

- This LoR Author is a Program Director in a current/previous residency or fellowship where I trained. (Applies to Residents/Fellows only)
- This LoR Author is a Department Chair where I completed my clerkship training. Group departmental letters must be signed by the team composing the letter.
- None of the above.

I waive my right to view my Letter of Recommendation: * Yes No

Once letter author has been added, student must check the box next to letter author name and confirm the entry by clicking 'Confirm'

2 LoRs Selected **Confirm**

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Search by Name, Title/Dept., or Specialty

<input type="checkbox"/>	LoR Information	Specialty	Letter ID	Status	Actions
<input type="checkbox"/>	Dr. Albert King - Pediatrics Physician	Pediatrics	55EF60HCA	Uploaded - 05/10/2016	Select
<input type="checkbox"/>	Dr. Amanda Washington - Program Director	Internal medicine	55EF60ICB	Uploaded - 05/11/2016	Select
<input type="checkbox"/>	Jennifer Jones - Physician's Assistant	Internal Medicine		Not Confirmed for Upload	Select
<input type="checkbox"/>	Dr. Samuel Baker - Physician	Pediatrics	55EF60KCD	Uploaded - 05/10/2016	Select
<input checked="" type="checkbox"/>	Emily Bateman - Medical Technician	internal medicine		Not Confirmed for Upload	Select
<input type="checkbox"/>	Kathy Gilbert - Medical Assistant	Internal Medicine	55EF60MCF	Confirmed for Upload - 05/10/2016	Select
<input checked="" type="checkbox"/>	Henry Jones - Doctor	Pediatrics		Not Confirmed for Upload	Select

Students will have to enter MyERAS password in order to confirm letter author entry

Confirm Letters of Recommendation

Are you certain that you want to confirm the selected LoR Author(s) for upload? Once confirmed, an LoR Author entry cannot be deleted or otherwise modified.

MyERAS Password: *

Cancel

Confirm

Once letter author has been confirmed, student can print Letter Request Form (LRF). The LRF contains the students name, AAMC ID and the letter authors Letter ID. Letter author will need Letter ID in order to upload/submit LoR.

Documents

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Additional Documents

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Note: You may only edit and/or delete a LoR entry prior to confirming.

3. Select *Print Letter Request Form* in the associated Action column and provide the form to your LoR Author.

[+ Add New](#)

Search by Name, Title/Dept., or Specialty

	LoR Information	Specialty	Letter ID	Status	Actions
<input type="checkbox"/>	Dr. Albert King - Pediatrics Physician	Pediatrics	55EF60HCA	✓ Uploaded - 05/10/2016	Select
	Dr. Amanda Washington - Program Director PD	Internal medicine	55EF60ICB	✓ Uploaded - 05/11/2016	Select
<input type="checkbox"/>	Jennifer Jones - Physician's Assistant	Internal Medicine		⚠ Not Confirmed for Upload	Select
	Dr. Samuel Baker - Physician	Pediatrics	55EF60KCD	✓ Uploaded - 05/10/2016	Select
	Emily Bateman - Medical Technician	internal medicine	55EF60LCE	🔒 Confirmed for Upload - 05/11/2016	Select
	Kathy Gilbert - Medical Assistant	Internal Medicine	55EF60MCF	🔒 Confirmed for Upload - 05/10/2016	🖨 Print Letter Request Form
	Henry Jones - Doctor	Pediatrics	55EF60ND0	🔒 Confirmed for Upload - 05/11/2016	Select