

How to import data from ERAS Into New Innovations

Step #1: Marking Trainee as Will Start

1. Log into your program(s) [ERAS account](#)
2. Click on the “Applications” tab; and then the View Current Results” tab
3. Check the box next to the names of the trainee who have matched to your program
4. Scroll to the bottom of the list and click on the drop down: “action to perform on selected applicants”
5. From the drop down, choose “Update Status” and click “Go”
6. Under the “Application” section; check the “Will Start” column
7. Click “Apply”

Step #2: Download ERAS file using API

Login into New Innovations and navigate from Personnel>Tools>Import ERAS Data

1. Choose the appropriate program from the dropdown box
2. Leave the box checked for Initial Program
3. The status type is entered for you based on the program status mapping.
4. The start date is entered for you based on the advancement section in the program. **If the start date is different than indicated please let me know.**
5. The Post Graduate Year defaults to 1. Leave it at 1 if most people you're importing have that PGY
6. Select the employer from the dropdown list. Make sure if the employer is different that you are updating the employer. Let MMCGME know if you do not see your employer in the drop down list.
7. Enter the start/hire date. This should be the same date as the program start date
8. Keep the box checked to have the computer create a **Username and Password** on import

Set Import Values

The following settings will be used to configure all personnel records for this import.

Program

When did the program begin or when will it start?
Start Date

Complete the following details based on the start of the program.

Status

PGY

Employer

Compensation Status

Start/Hire Date

Generate Usernames and Passwords on Import

You will be able to verify the data prior to import.

ERAS API

Connect to the secure ERAS API service and retrieve your data.

Accrediting Body

Accreditation #

Upload ERAS file

Choose the file exported from the AAMC (PDWS).

OR

9. Select **Connect to API**

You will be able to verify the data prior to import.

ERAS API
Connect to the secure ERAS API service and retrieve your data.
Accrediting Body ---
Accreditation # ---

Upload ERAS file
Choose the file exported from the AAMC (PDWS).
Choose File | No file chosen

10. Click **Connect to API**
11. Click **Continue**
12. The names of the people you selected from ERAS appear on this page.
13. Reconcile any discrepancies- match any medical schools instructions below
14. Click **Continue**

Matching Medical Schools (if necessary)

Medical School names must match exactly. If ERAS Medical Schools do not match exactly to a medical school in the RMS medical school list, the person will still be imported and a Training Record for their Residency/Fellowship will be created. However, the Education record listing the Medical School will not be created for that person. To match the Medical Schools during the process:

1. Select the appropriate medical school from the dropdown lists
2. Click on **Match Medical Schools** at the bottom of the page
3. Check the box for all those people to import. Check for possible duplicate at the bottom of this screen. See notes below.
4. Click **Continue** to import the data to the Personnel module

If you have any issues with the API please contact Lisa Gorman at Lisag@umn.edu