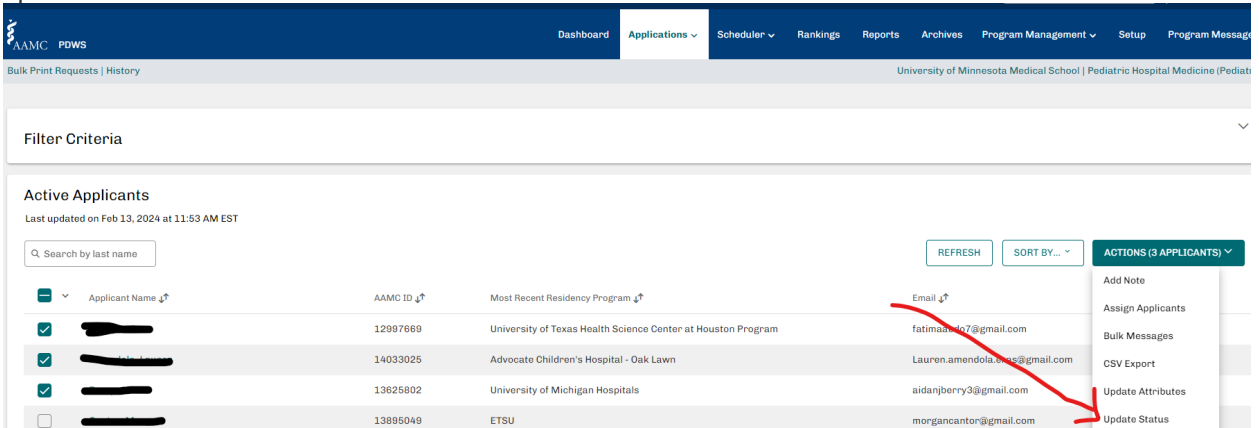


# How to import data from ERAS Into New Innovations (UMN Programs)

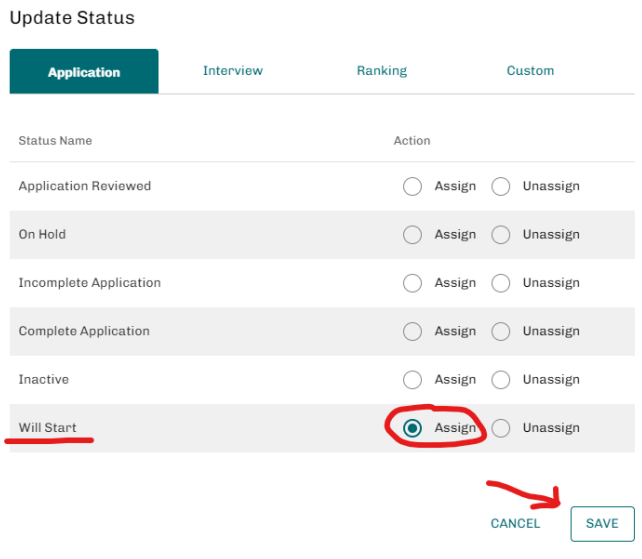
Check out a 12 min [recording from Peds Fellowships](#) trying the process in Feb 2024

## Step #1: Marking Trainee as Will Start in ERAS

1. Log into your [ERAS account](#) and select the program you are working on
2. Click “Applications”; and then “Current Results”
3. Check the box next to the name(s) of all trainee(s) who Matched to your program
4. In the upper right, above the applicant names, click “Actions” & select “Update Status”, which will open a new box



5. New box opens, click “assign” in the “will start” row, click save



## Step #2: Download ERAS file using API

1. Login into the New Innovations/RMS, navigate to Personnel>Tools>Import ERAS Data


2. Select the program from the drop down
3. Start date **automatically entered** based on program advancement set up in RMS
  - Contact [MMCGME Help](#) if the incoming person's start date is different from what is listed.
4. Status type **automatically filled in** based on program status mapping in RMS
5. Select the Post Graduate Year (if unsure, refer to [GME Stipend Table - by Program](#))
6. Select the employer from the dropdown list
  - Let MMCGME know if you do not see your employer in the drop down list
7. Leave the Compensation Status blank (**only used by HCMC Programs**)
8. Enter the start/hire date
  - This should be the same date as the program start date from step 3
9. **NEW for 2026 - UNCHECK** the "Generate Usernames and Passwords on import"; trainees will immediately be sent temporary passwords by New Innovations to their personal emails if this is left checked

**Set Import Values**

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

Program  **Step 2**

When did the program begin or when will it start?

Start Date   **Step 3**


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

Status  **Step 4**

PGY  **Step 5**

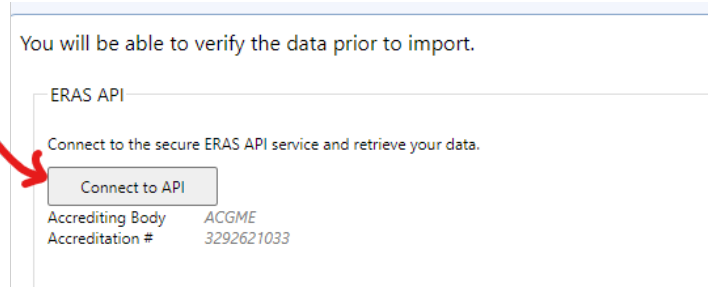
Employer  **Step 6**

Compensation Status  **Step 7 - only HCMC Programs**

Start/Hire Date   **Step 8**

Generate Usernames and Passwords on import **UNCHECK!**

10. Click **Connect to API**



11. Potential next screen - **will see only if the medical school entered in ERAS by the applicant does not match the RMS database**
  - a. search the drop down menu on the right for the match
  - b. then click “match medical school” below ERAS entry on the left
  - c. Example: [see this article](#) for an Osteopathic school which changed its name (RMS has the prior name, applicant used the updated name)
12. After clicking “Connect to API” and having no issues with matching medical schools, you will now see the names of applicants you selected as Matching in ERAS
  - a. This will include those transitioning from one program to another, meaning they already have a training record in RMS and will not be imported as part of this process
13. After clicking continue go to personnel data and look up the individual(s) you just imported to see what happened behind the scenes when ERAS and RMS connected via the API

*NOTE: If you receive an error message about connecting to the API, try using a different browser.*