Users with a Coordinator or Super User role can invite new users (for equal access or lower) to access the PDWS. When users are invited:

- The system sends an email to the new user and changes the user’s status to Invited.
- The Invited user receives an email invitation with a link to the PDWS and instructions to:
  - Register for an AAMC account or log in with an existing AAMC account.
  - Verify their email account (only if a new AAMC account was created). The user’s status will change to “Verified”.
- After the user logs into the PDWS and accepts the Terms and Conditions, the user will be able to access the system and their status will change to “Active”. Users who accept their invitation; but, do not log into the PDWS will show as “Verified”.

Follow the steps below to send the invitation.

1. **Under the Setup Tab, click the Invite User button from the Manage Users page.**
2. Enter required criteria: First Name, Last Name, and E-mail.
3. Select a Role from the list of System-Defined roles to assign.
4. Click the Invite User button.

NEED HELP? Contact the Client Technical Support Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413