

THALAMUS CHEAT SHEET

1. In order to use thalamus to its full function you must have access to the following programs listed below

- **ERAS** (Electronic Residency Application Service)
 - a. ERAS applications opens up mid September to view candidates who have applied to your program
- **Cortex**
 - a. This program is part of thalamus. Cortex must be active to pull the ERAS applications whom which the program director selects to be interviewed. To request cortex access, please reach out sara.dascenzo@thalamusgme.com or sales@thalamusgme.com
- **Thalamus** (must have a thalamus account created)
 - a. Additional training resources for thalamus can be found at <https://thalamusgme.com/training/>

STEP #1 Please follow steps to import the candidates selected to be interviewed into Cortex

1. Log into your ERAS account
2. Go to "Applications"
3. Current Results
4. Select All Applicants
5. Go To "Actions"
6. View/Print Application
7. Print Job Name
8. Select all documents
9. Check off "Print each application to a separate pdf"
10. Request Print
11. Bulk print request

STEP #2 Please follow steps to import the candidates selected to be interviewed into Thalamus

*** Log into your Cortex account***

1. Go to "Upload"
2. Click upload applicants
3. Go to "zip" then "browse"
4. Select File
5. Click Open
6. Click Next
7. Candidates will be uploaded from cortex into thalamus