

## Adding & Maintaining Institutional Administrators

Main Residency Match and Specialties Matching Service



Users: Institutional Officials (IOs)

The screenshot displays the 'Match Home Page' for a user named Julia Matthews. The page shows the user's institution as 'Secondary Test Institution - Anytown, DC', their role as 'Institution Official', and their username as 'jmatthews'. It also indicates the 'Match Year: 2017' and 'Appointment Year: 2018'. A message states 'You currently have 1 Active Programs in the Match.' Below this, a table lists active programs:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Pediatric Surgery</a>	1894445F0	ACTIVE	Charlotte Lee (Pledged on May 10, 2017)	D0 R0	2
<a href="#">Pediatric Surgery/Research</a>	1894445F1	<span style="color: yellow;">⚠</span> <a href="#">Activate Not Part</a>	Charlotte Lee (Pledged on May 10, 2017)	D0 R0	1

At the bottom, a 'Match Event' table provides a timeline of key dates:

Match Event	Start Date	End Date
<a href="#">Register</a>	01 Feb 2017 12:00 PM EST	31 May 2017 09:00 PM EDT
<a href="#">Rank</a>	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
<a href="#">Match Computation</a>	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
<a href="#">Match Results</a>	14 Jun 2017 12:00 PM EDT	17 Nov 2017 12:00 AM EST
<a href="#">Closed</a>	17 Nov 2017 12:00 AM EST	29 Jan 2018 12:00 AM EST

**Note: This Adding & Maintaining Institutional Administrators guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.**

**Institutional administrator:** The institutional administrator serves as the institutional official's assistant and is authorized to complete all tasks of an institutional official with the exception of activating institutions, activating programs, and approving changes.

### Login:

1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.
2. Click **Login**.

THE MATCH  
NATIONAL RESIDENT MATCHING PROGRAM®

United States - Registration, Ranking, and Results ®(R3 ®)

Login

\* Required

Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

\* Username:

\* Password:  [Forgot my Username or Password](#)

Login

### Matches and Roles Page:

3. If your institution participates in more than one Match, the role and Match combinations for your account are displayed.



The yellow icon indicates Matches that have pending tasks requiring your attention.

4. Click on your **Role & Institution Name** for the appropriate Match.

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Gomez Addams

Indicates match has pending tasks requiring your attention. Place your mouse over any yellow icon for more info.

Matches & Roles

You currently have the capability to act in 2 role/match combinations as listed below. Click on your Role & Institution Name for the appropriate Match you wish to manage at this time.

Match	Match Status	Your Role & Institution Name	City	State
Main Residency Match	RESULTS	<a href="#">Inst Official National Medical Center-Test Institution</a>	Washington	DC

Fellowship Matches

Match	Match Status	Your Role & Institution Name	City	State
Pediatric Surgery	RANKING	<a href="#">Inst Official National Medical Center-Test Institution</a>	Washington	DC

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The **Match Home Page** displays for the Match you selected. An example from both Matches is shown on this page.

### Main Residency Match Home Page:

5. Your institution, role, username, and Match year display.
6. The programs for which you are registered will display, along with each program's NRMP program code, status, director, reversions, and quota number.
7. Main Residency Match Event dates display.

This screenshot shows the Main Residency Match Home Page. Callout 5 points to the header area containing: My Institution: [Secondary Test Institution](#) - Anytown, DC; My Role: Institution Official; Username: [jmathews](#); Match Year: 2017; Appointment Year: 2018. Callout 6 points to a table of active programs with one row visible: Breast Implants (NRMP Program Code: 1894R02F0, Status: ACTIVE, Director: Filus Filtrick, Reversions: 0, Quota: 2). Callout 7 points to a table of match events with one row visible: Register (Start Date: 22 Mar 2017 12:00 PM EDT, End Date: 31 May 2017 09:00 PM EDT).

This screenshot shows the Fellowship Match Home Page. Callout 5 points to the header area containing: My Institution: [Secondary Test Institution](#) - Anytown, DC; My Role: Institution Official; Username: [jmathews](#); Match Year: 2017. Callout 6 points to a table of active programs with multiple rows, including Dermatology, Family Medicine, Internal Medicine - TEST, Pediatrics, Plastic Surgery, Radiology-Diagnostic, Radiation Oncology, and Vascular Surgery. Callout 7 points to a table of match events for the year 2017, including: Aug 02 (Rank order list entry begins at 12:00 noon ET for all users), Aug 30 (Rank Order List Deadline and deadline to withdraw from the Main Residency Match!), and May 31 (Match Day! Match results released in R3® system at 1:00 p.m. ET).

### Fellowship Match Home Page:

5. Your institution, role, username, Match year and appointment year details display.
6. The programs for which you are registered will display, along with each program's NRMP code, status, director, reversions, and quota number.
7. Fellowship Match event dates display.

## Adding/Maintaining Institutional Administrators:

1. Click the **My Institution** link to add or maintain institutional administrator details.

The screenshot shows the 'Match Home Page' for a user named Julia Matthews. At the top, there is a navigation bar with 'My Institution: [Secondary Test Institution - Anytown, DC](#)' circled in red, with a '1' in a red circle next to it. Other details include 'My Role: Institution Official', 'Username: [matthews](#)', 'Match Year: 2017', and 'Appointment Year: 2018'. Below this, a message states 'You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.' A table lists two programs: 'Pediatric Surgery' (NRMP Program Code: 1894445F0, Status: ACTIVE, Director: Charlotte Lee, Reversions: D0 R0, Current Quota: 2) and 'Pediatric Surgery/Research' (NRMP Program Code: 1894445F1, Status: [Activate Not Part](#), Director: Charlotte Lee, Reversions: D0 R0, Current Quota: 1). At the bottom, a 'Match Event' table shows the timeline from 'Register' to 'Closed'.

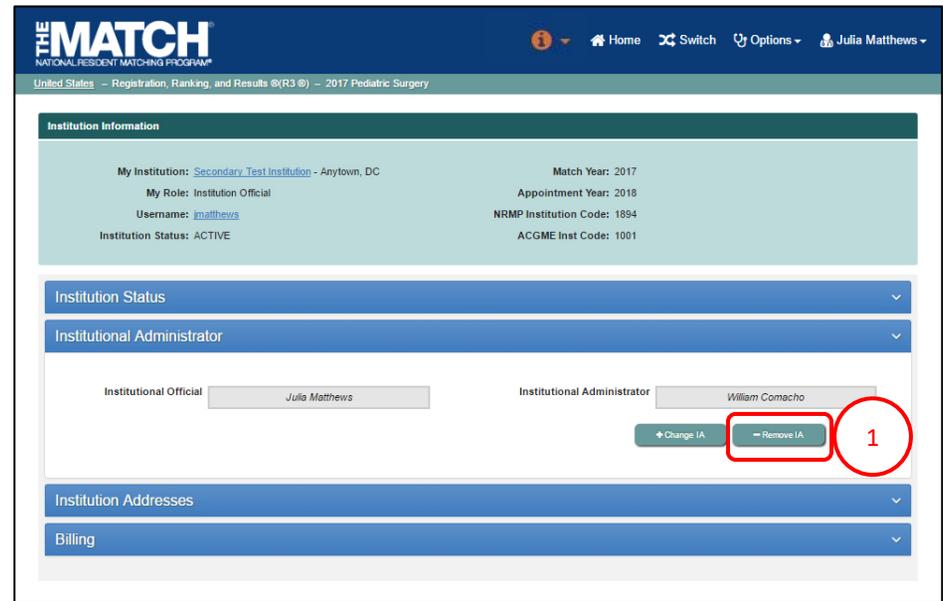
The **Institution Information** page displays.

2. Click the **Institutional Administrator** tab.

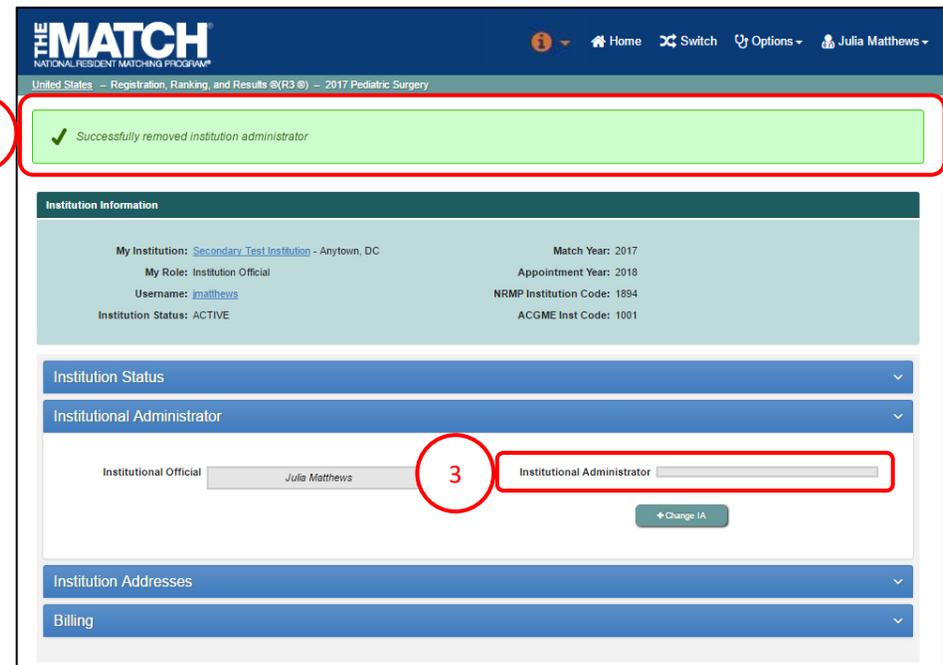
The screenshot shows the 'Institution Information' page for 'Secondary Test Institution - Anytown, DC'. The page header includes 'THE MATCH NATIONAL RESIDENT MATCHING PROGRAM' and navigation links for 'Home', 'Switch', 'Options', and the user 'Julia Matthews'. The main content area displays institution details: 'My Institution: [Secondary Test Institution - Anytown, DC](#)', 'My Role: Institution Official', 'Username: [matthews](#)', 'Match Year: 2017', 'Appointment Year: 2018', 'NRMP Institution Code: 1894', and 'Institution Status: ACTIVE'. Below this, a list of tabs is shown: 'Institution Status', 'Institutional Administrator' (circled in red with a '2' in a red circle), 'Institution Addresses', and 'Billing'.

## Remove Institutional Administrator:

1. Click **Remove IA**.



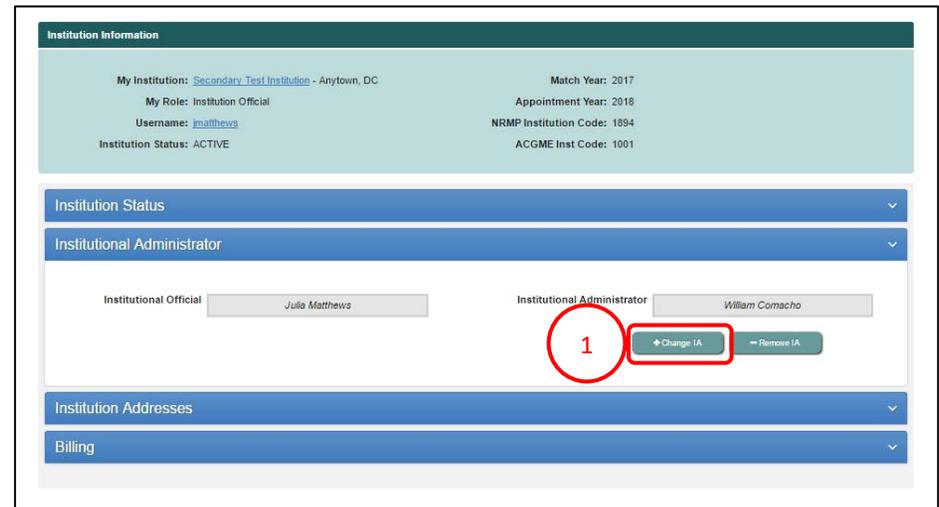
2. A note confirms the institutional administrator removal.



3. Click the **Institutional Administrator** tab to confirm the institutional administrator field is blank.

## Change Institutional Administrator using Search Function:

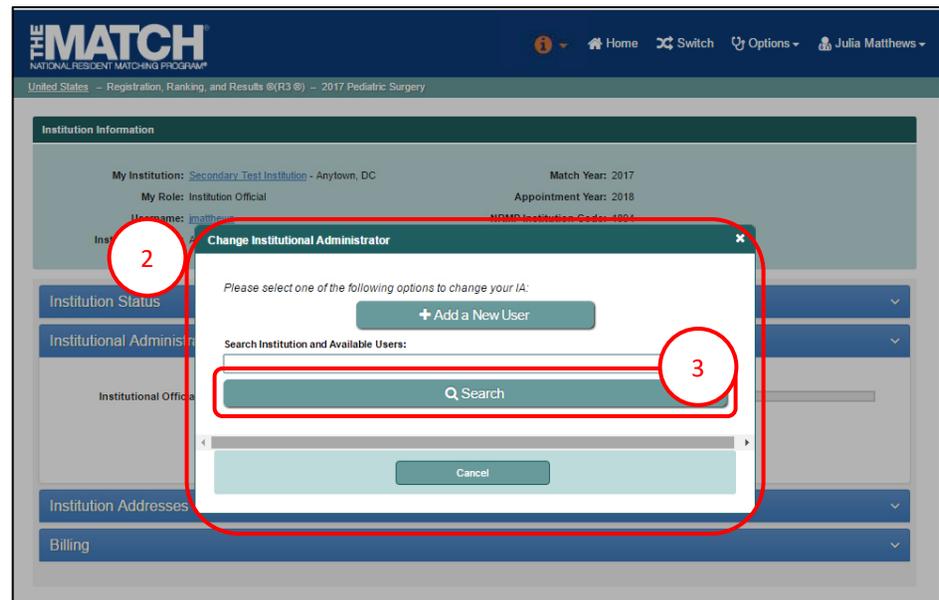
1. Click **Change IA**.



2. The **Change Institutional Administrator** pop-up displays.

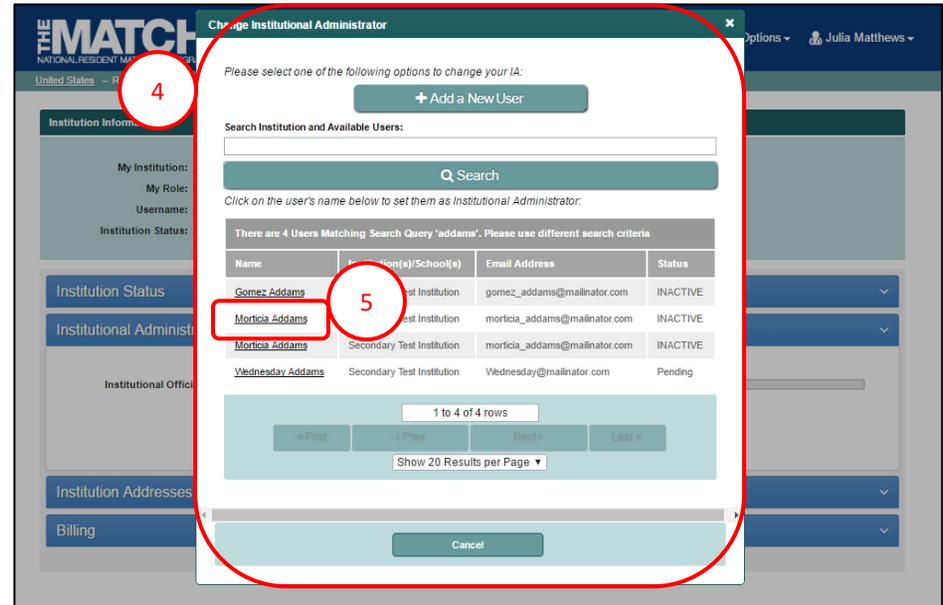
3. Enter last name of the institutional administrator to be added and click **Search** to find a user currently associated with your institution. Search results:

- Also display inactive users no longer associated with any institution.
- Do not show the names of other institutions' active staff.

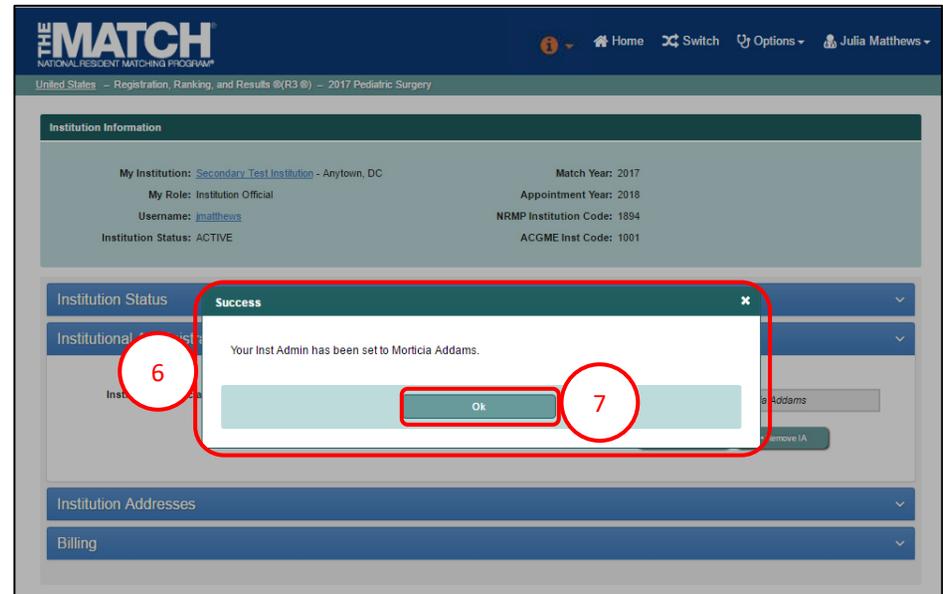


## Change Institutional Administrator using Search Function, Continued:

4. Search results display.
5. If the name of the individual you want to add as your institutional administrator is listed, click the name.

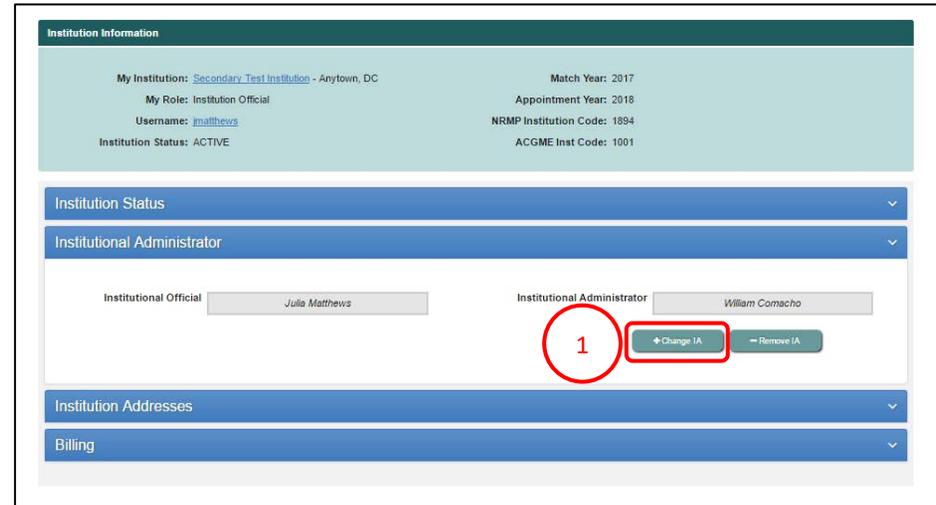


6. The **Success** pop-up displays indicating you have successfully set a new institutional administrator.
7. Click **OK**.
  - **Institutional administrators new to your institution in R3@:** Will receive a token email allowing them to access the institution and programs.
  - **Institutional administrators currently affiliated with your institution in R3@:** Can login using their username and password to access the institution and programs.



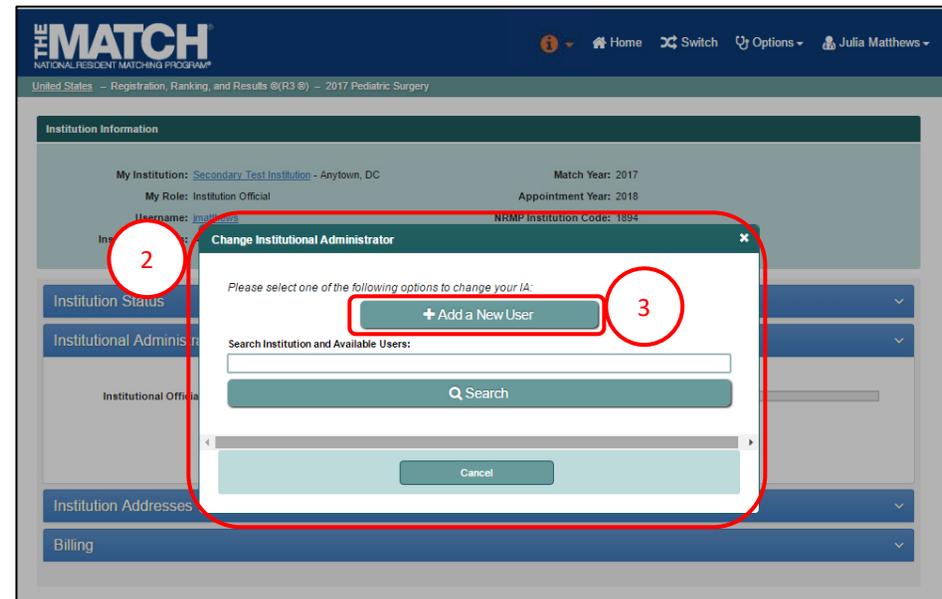
## Change Institutional Administrator using Add New User:

1. Click **Change IA**.



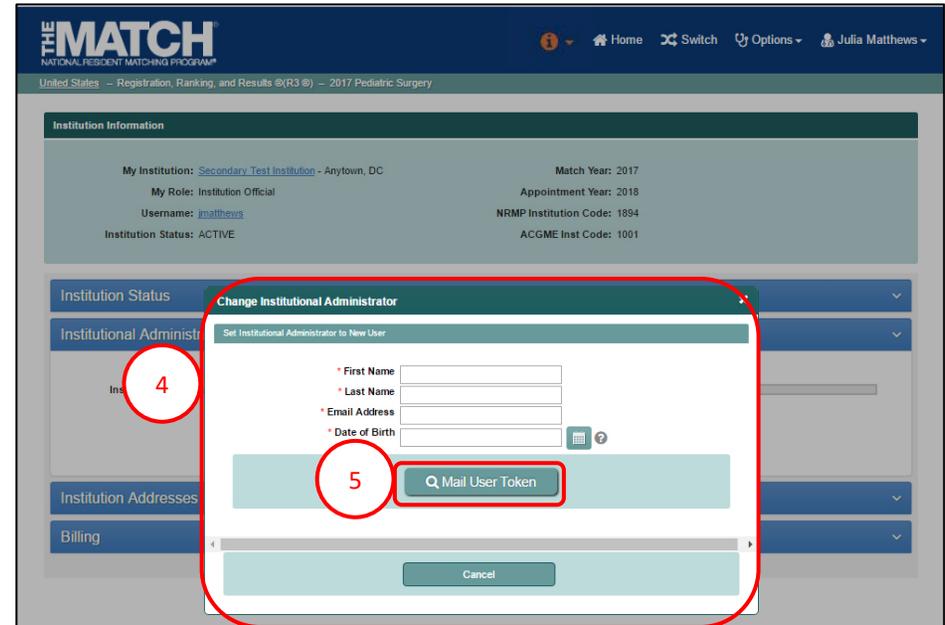
2. The **Change Institutional Administrator** pop-up displays.

3. Click **Add a New User**.



## Change Institutional Administrator using Add New User, Continued:

4. The **Change Institutional Administrator** pop-up displays. Enter the institutional administrator's details.
5. Click **Mail User Token**.



6. The **Success** pop-up displays indicating you have successfully set a new institutional administrator.
7. Click **OK**.
  - The new institutional administrator will receive a token email to redeem and create an account allowing access to the institution and programs.

