



## Adding & Maintaining Program Coordinators

Main Residency Match and  
Specialties Matching  
Service



### Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)

The screenshot shows the user interface for THE MATCH. At the top, there is a navigation bar with the logo, a home button, a switch button, an options menu, and the user's name 'Filius Filtwick'. Below the navigation bar, the page title is 'United States - Registration, Ranking, and Results @R3® - 2017 Main Residency Match'. The main content area is titled 'Match Home Page' and displays the user's institution as 'Secondary Test Institution - Anytown, DC', their role as 'Program Director', and their username as 'filtwick'. A message states 'You currently have 4 Active Programs in the Match. Click a Program Description to manage the Program.' Below this is a table with the following data:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filius Filtwick (Pledged on May 26, 2017)	D0 R1	3
<a href="#">Radiology-Diagnostic - Research</a>	1894420A1	ACTIVE	Filius Filtwick (Pledged on May 26, 2017)	D2 R0	2
<a href="#">Radiology-Diagnostic</a>	1894420R0	ACTIVE	Filius Filtwick (Pledged on May 26, 2017)	D0 R0	3
<a href="#">Radiation Oncology</a>	1894430A0	⚠ ACTIVE	Filius Filtwick (Pledged on May 26, 2017)	D0 R0	3

Below the table is a calendar for the year 2017 with the following events:

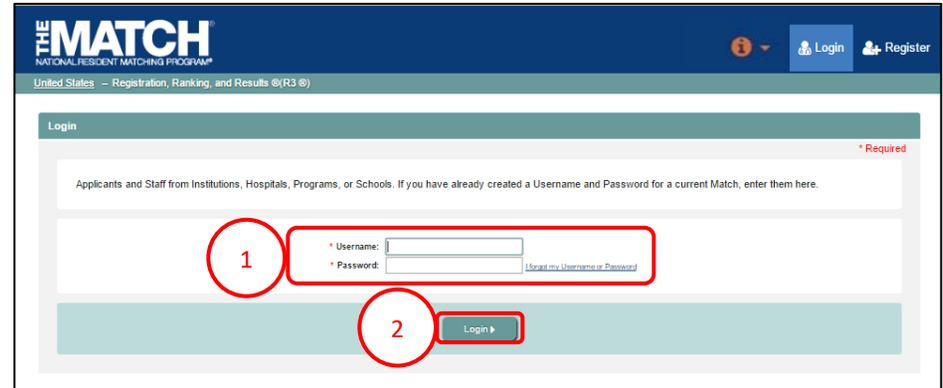
Date	Event
Aug 02	Rank order list entry begins at 12:00 noon ET for all users
Aug 30	Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 9:00 p.m. ET.
May 31	Match Day! Match results released in R3® system at 1:00 p.m. ET.

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

**Program coordinator:** The program coordinator (PC) assists the program director in managing Match activities. Program coordinators can view, create, and edit rank order lists. However, program coordinators CANNOT certify rank order lists and are prohibited by the NRMP from assuming that responsibility.

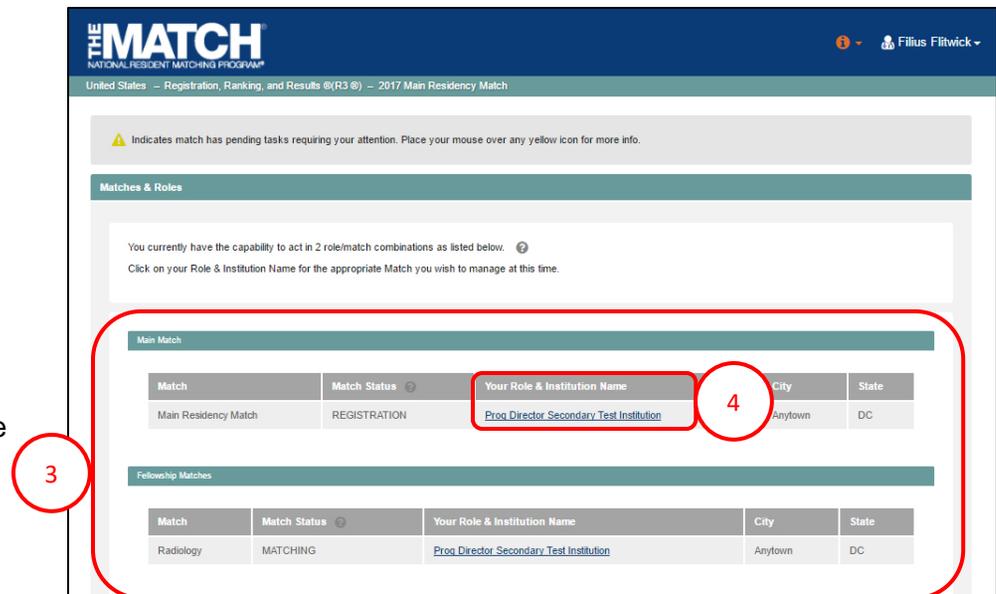
**Login:**

1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.
2. Click **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.
4. Click on your **Role & Institution Name** for the appropriate Match.



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.

### Fellowship Match Home Page:

5. Your institution, role, username, Match year, and appointment year 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 Program Coordinators:

1. Click the **Program Description** link to add or maintain program coordinator details.

Match Home Page

My Institution: [Secondary Test Institution - Anytown, DC](#) Match Year: 2017  
My Role: Program Director  
Username: [fitwick](#)

You currently have 4 Active Programs in the Match. Click a Program Description to manage the Program.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filus Fitwick (Pledged on May 26, 2017)	D0 R1	3
<a href="#">Radiology-Diagnostic - Research</a>	1894420A1	ACTIVE	Filus Fitwick (Pledged on May 26, 2017)	D2 R0	2
<a href="#">Radiology-Diagnostic</a>	1894420R0	ACTIVE	Filus Fitwick (Pledged on May 26, 2017)	D0 R0	3
<a href="#">Radiation Oncology</a>	1894430A0	⚠ ACTIVE	Filus Fitwick (Pledged on May 26, 2017)	D0 R0	3

**2017**

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!  
Rank order lists must be certified no later than 9:00 p.m. ET.

May 31 Match Day! Match results released in R3® system at 1:00 p.m. ET.

The **View Program Details** page displays.

2. Click the **Program Director/Coord** tab.

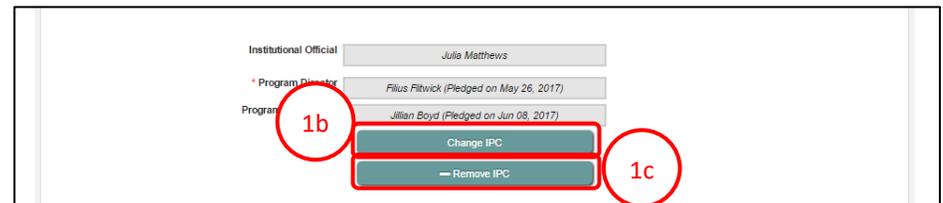
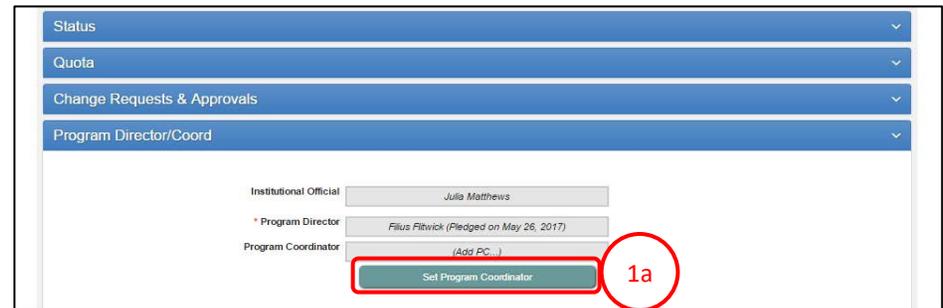
View Program Details

My Institution: [Secondary Test Institution - Anytown, DC](#) Match Year: 2017  
My Role: Program Director NRMP Institution Code: 1894  
Username: [fitwick](#) ACGME Inst Code: 1001  
Institution Status: ACTIVE NRMP Program Code: [1894420A1](#)  
Program Name: Radiology-Diagnostic - Research ACGME Program Code: 4201678923  
Program Type: Advanced  
Program Status: ACTIVE

- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord**
- Public Contact
- Reversions
- Joint A/P

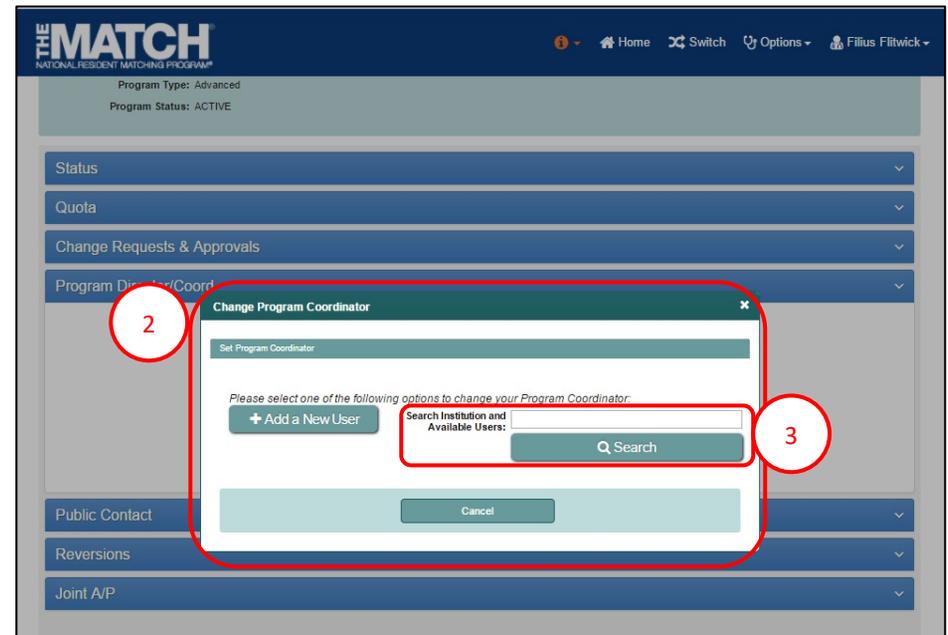
## Change Program Coordinator:

1. There are multiple ways to add a program coordinator:
  - a. If there is not a program coordinator currently designated for the program, click the **Set Program Coordinator** button.
  - b. If a program coordinator must be changed, click the **Change IPC** button.
  - c. If you want to remove the current program coordinator and do not have a replacement, click **Remove IPC**.



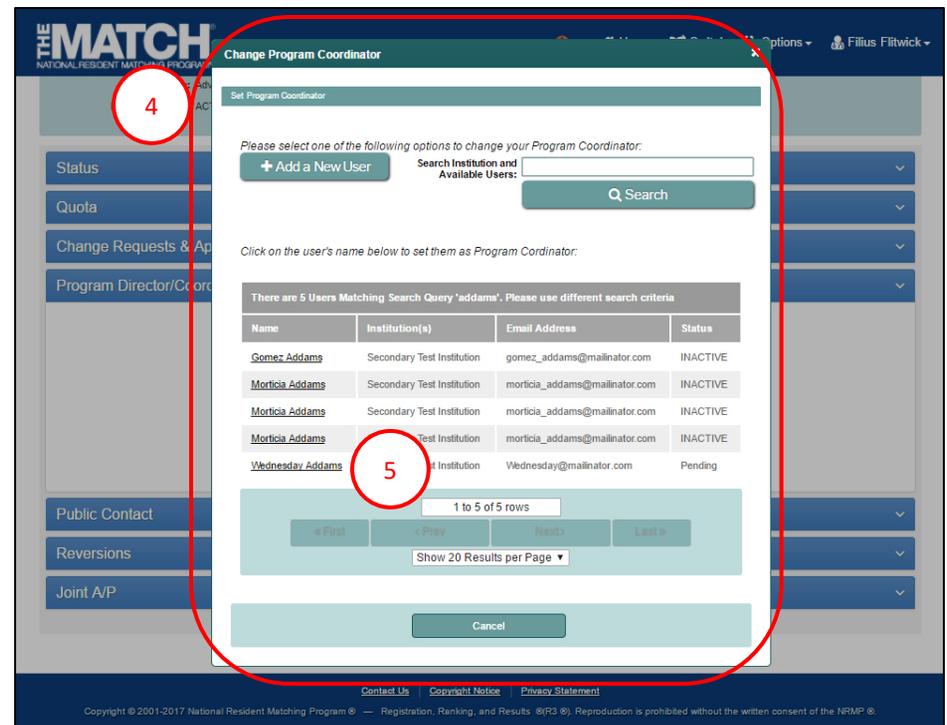
## Add a Program Coordinator using Search Function:

- 1a. Click **Set Program Coordinator**.
2. The **Change Program Coordinator** pop-up displays.
3. Enter the last name of the program coordinator in the **Search Institution and Available Users** field and click **Search**.

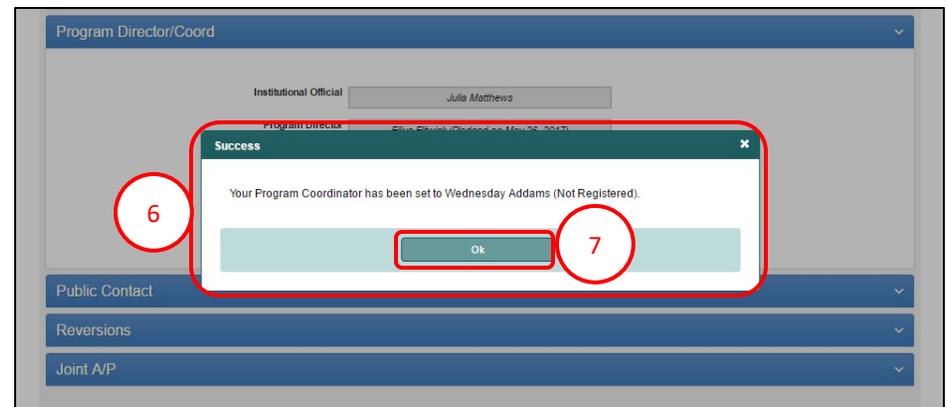


## Add a Program Coordinator using Search Function, Continued:

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



6. The **Success** pop-up displays indicating you have successfully set your program coordinator.
7. Click **OK**.
  - **Program coordinators new to your institution in R3®:** Will receive a token email allowing them to access the program in R3®.
  - **Program coordinators currently affiliated with your institution in R3®:** Can login using their username and password to access the program.



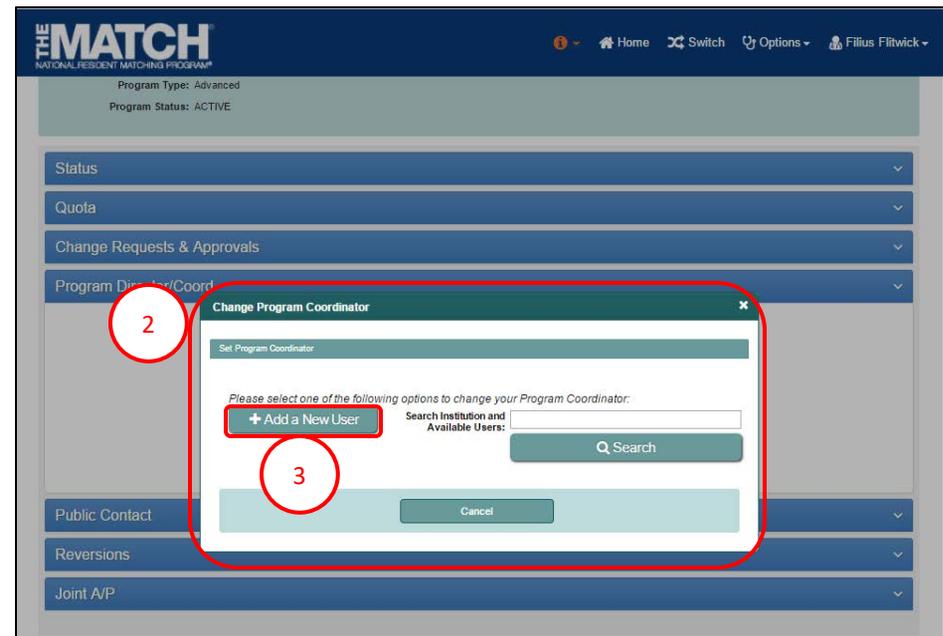
## Change Program Coordinator using Add New User:

1. Click the **Change IPC** button.



2. The **Change Program Coordinator** pop-up displays.

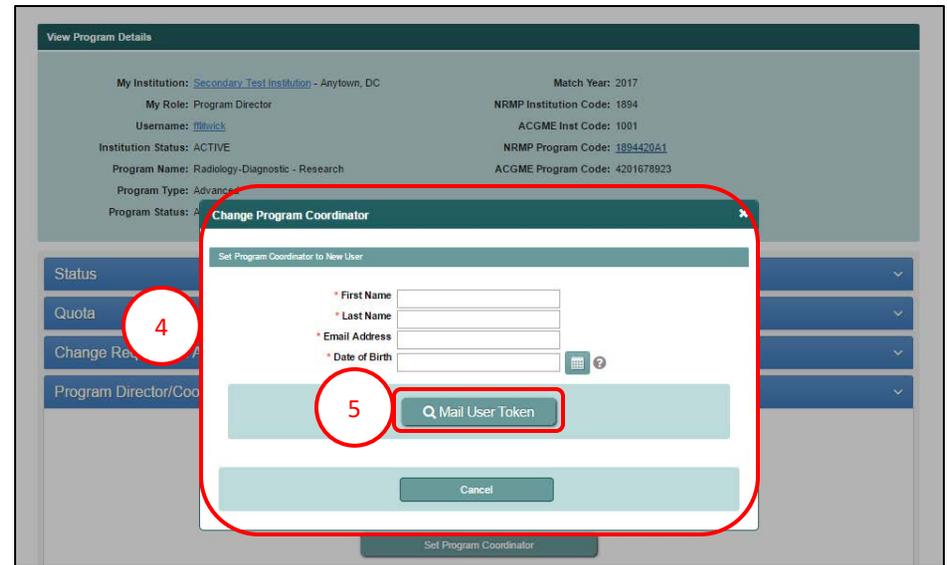
3. Click the **Add a New User** button.



## Change Program Coordinator using Add New User, Continued:

4. The **Change Program Coordinator** pop-up displays. Enter the program coordinator's details.

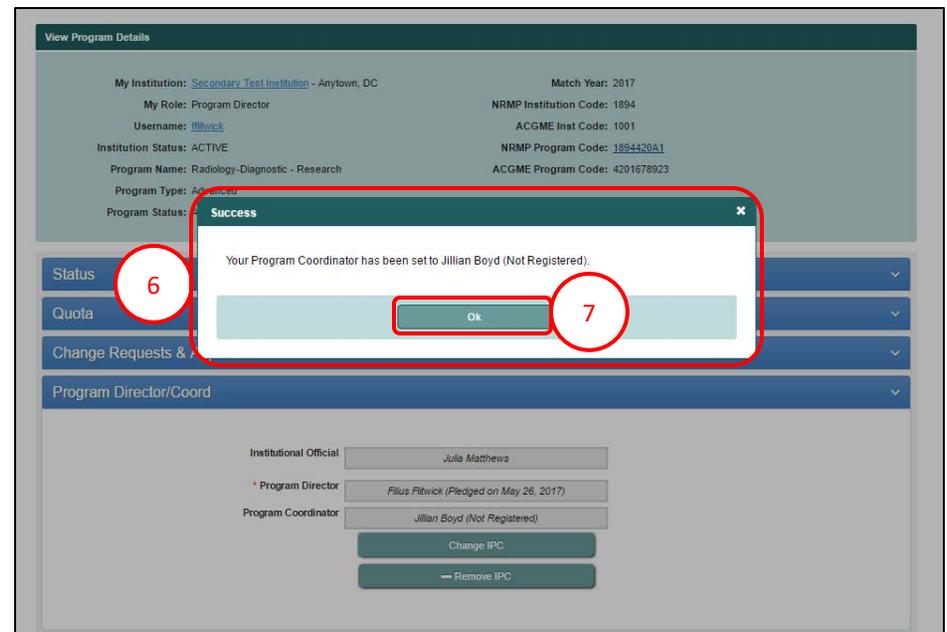
5. Click **Mail User Token**.



6. The **Success** pop-up displays indicating you have successfully set your program coordinator.

7. Click **OK**.

- The new program coordinator will receive a token email to redeem and create an account in R3® to access the program.



## Remove Existing Program Coordinator:

1. Click **Remove IPC**.

2. The **Success** note displays indicating you have successfully removed the current program coordinator.

The screenshot shows the 'Program Director/Coord' section of the Match website. It lists the current staff: Institutional Official (Julia Matthews), Program Director (Fillus Flitwick, Pledged on May 26, 2017), and Program Coordinator (Jillian Boyd, Pledged on Jun 08, 2017). Below the list are two buttons: 'Change IPC' and 'Remove IPC'. The 'Remove IPC' button is highlighted with a red box and a red circle containing the number '1'.

The screenshot shows the 'View Program Details' page. A green success message is displayed at the top, stating 'Successfully removed institution program coordinator.' This message is highlighted with a red box and a red circle containing the number '2'. Below the message, the program details are listed:

My Institution: <a href="#">Secondary Test Institution</a> - Anytown, DC	Match Year: 2017
My Role: Program Director	NRMP Institution Code: 1894
Username: <a href="#">flitwick</a>	ACGME Inst Code: 1001
Institution Status: ACTIVE	NRMP Program Code: 1894420a1
Program Name: Radiology-Diagnostic - Research	ACGME Program Code: 4201678923
Program Type: Advanced	
Program Status: ACTIVE	

Below the details are several menu items: Status, Quota, Change Requests & Approvals, Program Director/Coord, and Public Contact.