



Adding a Program

Main Residency Match and
Specialties Matching Service

Users:



- Institutional Officials (IOs)
- Institutional Administrators (IAs)

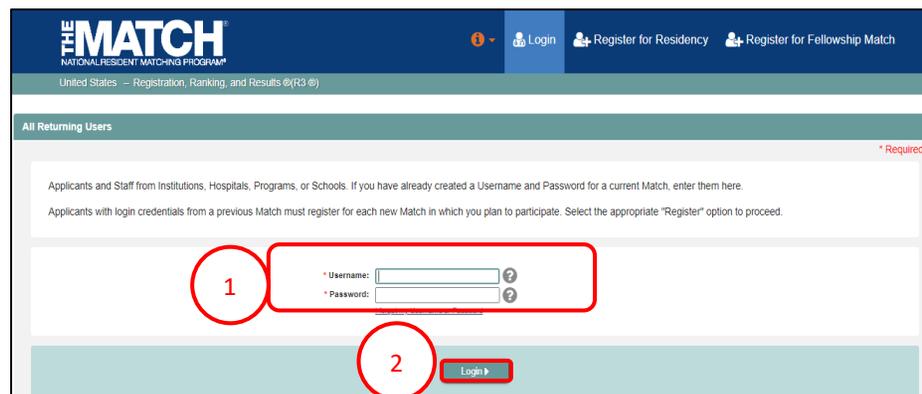
The screenshot shows the user interface of THE MATCH website. The user is logged in as Julia Matthews. The navigation menu includes Home, Switch, and Options. The Options menu is open, showing options like View Agreement, Applicant Match History, Program Directory, Current Match Applicants, Reports, and Add New Program. The main content area shows the user's profile information: My Institution: Secondary Test Institution - Anytown, DC; My Role: Institution Official; Username: jmatthews. Below this, a message states: "You currently have 6 Active Programs in the Match. Click a Program Description to manage the Program." A table lists the active programs:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SOAP
Dermatology	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
Family Medicine	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	Pending
Internal Medicine - TEST	1894140C0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	No
Pediatrics	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
Radiology-Diagnostic	1894420A0	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D0 R0	4	Pending

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

Login:

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

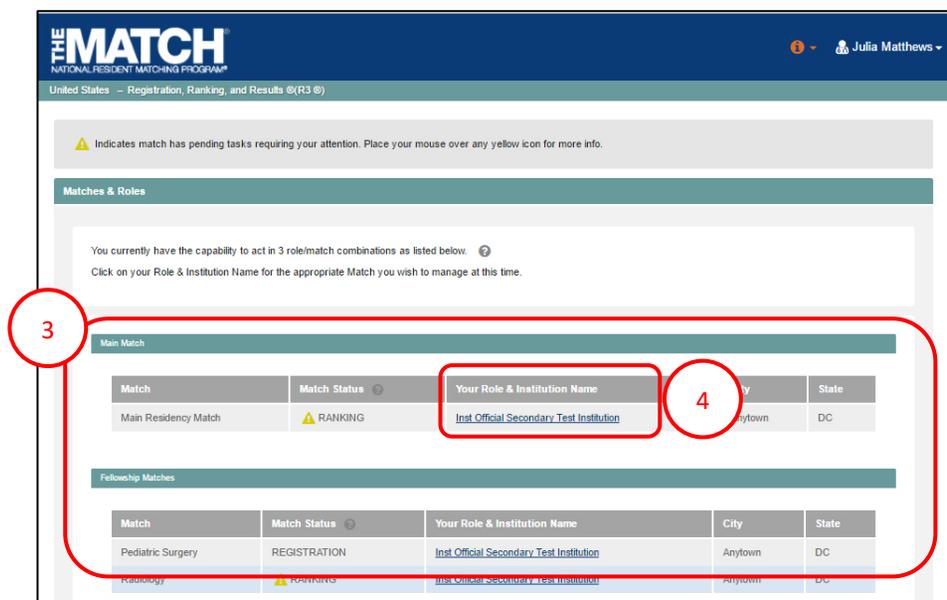


Matches and Roles Page (institutional officials and institutional administrators with programs in more than one Match):

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 Match you wish to manage.



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; Match Year: ; My Role: Institution Official; Appointment Year: ; and Username: [jmathews](#). Callout 6 points to a table of programs with 1 Active Program. Callout 7 points to a table of Match Events.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Breast Imaging	1894R02F0	ACTIVE	Filius Filtrwick (Pledged on May 28, 2017)	D0 R0	2

Match Event	Start Date	End Date
Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Rank	26 May 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Match Computation	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
Match Results	14 Jun 2017 12:00 PM EDT	14 Dec 2017 12:00 AM EST
Closed	14 Dec 2017 12:00 AM EST	19 Mar 2018 12:00 AM EDT

This screenshot shows the Fellowship Match Home Page. Callout 5 points to the header area containing: My Institution: [Secondary Test Institution](#) - Anytown, DC; Match Year: ; My Role: Institution Official; and Username: [jmathews](#). Callout 6 points to a table of programs with 6 Active Programs. Callout 7 points to a table of Match Events.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SOAP
Dermatology	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
Family Medicine	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	Pending
Internal Medicine - TEST	1894140C0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	No
Pediatrics	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
Radiology-Diagnostic	1894420A0	ACTIVE	Filius Filtrwick (Pledged on May 26, 2017)	D0 R0	4	Pending
Radiology-Diagnostic	1894420R0	⚠️ Activate Not Part		D0 R0	1	Pending
Radiation Oncology	1894430A0	⚠️ Activate Not Part	Filius Filtrwick (Pledged on May 26, 2017)	D0 R0	2	Pending
Vascular Surgery	1894451P0	ACTIVE	Archie Patterson (Not Registered)	D0 R0	1	Pending
Internal Medicine/Family Medicine	1894740P0	WITHDRAWN	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending

May 23	Rank order list entry begins at 12:00 noon ET for all users
Jun 16	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.

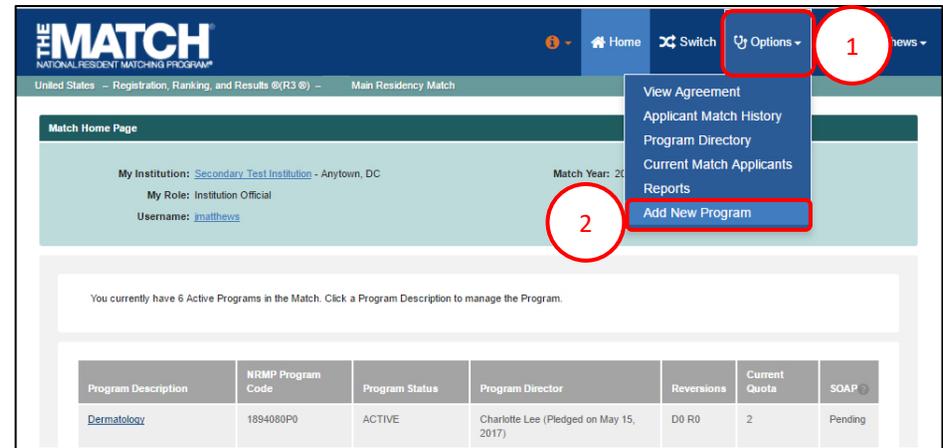
Fellowship Match Home Page:

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 a Previously Existing Program:

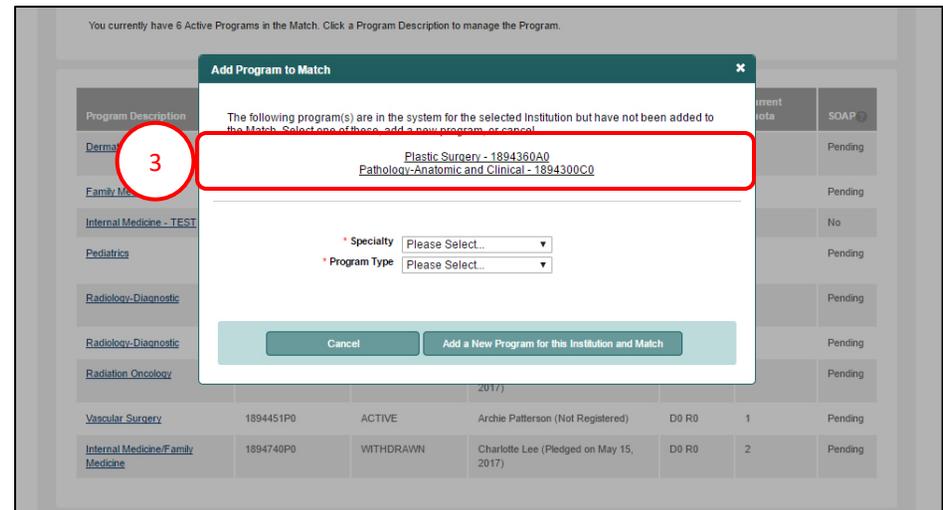
Active programs display on the **Match Home Page**.

1. Click the **Options** menu.
2. Click **Add New Program**.

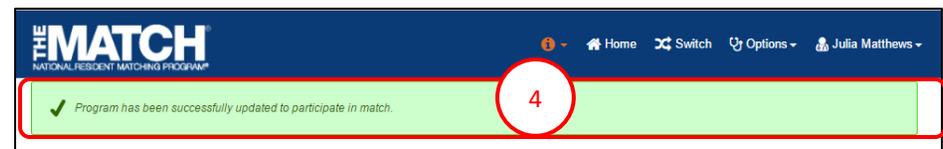


The **Add Program to Match** pop-up window displays.

3. Programs that are not active for your institution but were active in previous Matches are listed.
 - a. To add one of the listed programs to the current Match, click the link for the program.



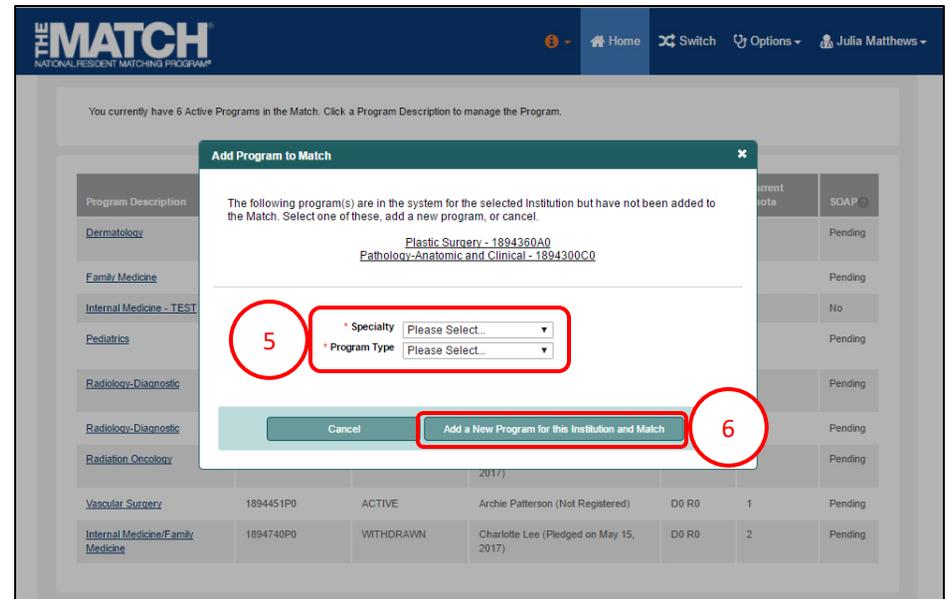
4. The **My Programs** screen displays and the green note confirms that you have successfully added the program to the current Match. Review and update the Program Directory Information. The program must also be activated and the program director updated to participate in the Match. See the **Activating Institutions & Programs** guide.



Adding a New or Not Previously Participating Program:

To add a program not listed on your **Match Home Page** or not registered in previous Matches, follow the next set of instructions.

5. Select the **Specialty** and **Program Type** for the program you wish to add to this Match from the drop-down menus.
 - a. To learn more about each program type, go to www.nrmp.org.
6. Click the **Add a New Program for this Institution and Match** button.



Step 1: Program Information

1. Enter the program information, including **ACGME Code** (if required) and **Quota** number. The quota is the number of positions you want to fill in the Match.

Fields with a * are required.

2. Click **Next**.

The screenshot shows the 'PROGRAM INFORMATION' step of a four-step process. The steps are: 1. PROGRAM INFORMATION, 2. PROGRAM DIRECTOR, 3. PROGRAM DIRECTORY INFO, and 4. ACTIVATE PROGRAM. The first step is highlighted with a red box and a circled '1'. Below the progress bar, a text prompt reads: 'To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.' The form contains several fields: 'Program Description' (with 'Radiology-Diagnostic' entered), 'Additional Program Description', 'ACGME Code', 'Osteopathic Recognition' (checkbox), and 'Quota'. A red asterisk indicates that the 'Program Description', 'ACGME Code', and 'Quota' fields are required. At the bottom, there are 'Next', 'Cancel', and 'Back' buttons. The 'Next' button is highlighted with a red box and a circled '2'.

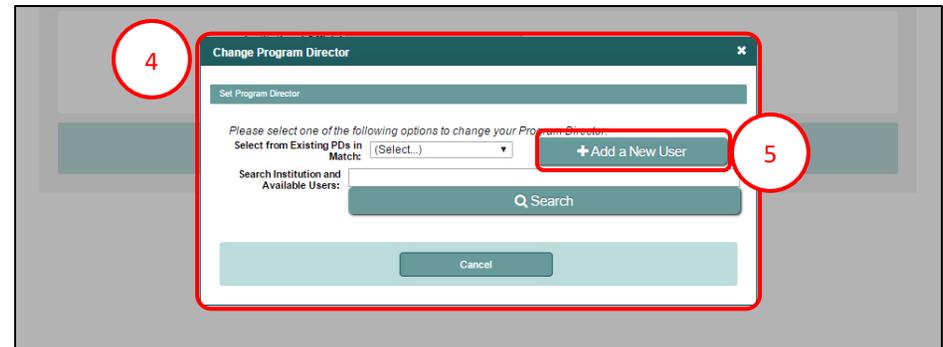
Step 2: Program Director

3. The program director screen displays. Click **Set Program Director**

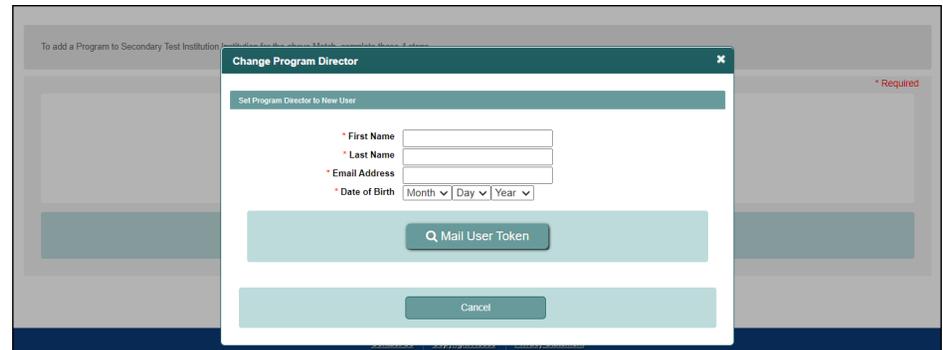
The screenshot shows the 'PROGRAM DIRECTOR' step of the four-step process. The steps are: 1. PROGRAM INFORMATION, 2. PROGRAM DIRECTOR, 3. PROGRAM DIRECTORY INFO, and 4. ACTIVATE PROGRAM. The second step is highlighted with a red box and a circled '2'. Below the progress bar, the same text prompt is present. The form shows 'Institutional Official' as 'Julia Matthews' and 'Program Director' as '(Add FD...)'. A red asterisk indicates that the 'Program Director' field is required. A 'Set Program Director' button is highlighted with a red box and a circled '3'. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

Program Director, Continued: Add a New PD

4. The **Change Program Director** pop-up displays.
5. Click the **Add a New User** button.



6. The **Change Program Director** pop-up displays. Enter the program director's details.
7. Click **Mail User Token**.



8. The **Success** pop-up displays indicating the program director you entered will be set once the program has been added to the Match.
9. Click **OK**.
 - a. The new program director will receive a token email to redeem and create an account to access the program.



Program Director, Continued: Select program director from existing users

1. Click the **Change Program Director** button.
2. In the **Change Program Director** pop-up, click the drop-down box and select from your existing program directors.
3. The **Success** pop-up displays indicating the program director you selected will be set once the program has been added to the Match.
4. Click **OK**.
 - The program director can log in to the R3 system using their username and password to access the program.
5. The program director is listed. Click **Next**.

United States — Registration, Ranking, and Results (R3) — 2024 Main Residency Match

PROGRAM INFORMATION **PROGRAM DIRECTOR** PROGRAM DIRECTORY INFO ACTIVATE PROGRAM

To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.

Institutional Official: Julia Matthews

* Program Director: Archie Patterson (Not Registered) **Change Program Director** 1

◀ Back Next ▶ Cancel

Change Program Director

Set Program Director

Please select one of the following options to change your Program Director:

Select from Existing PDEs in Match: (Select...) + Add a New User

Search Institution and Available Users: Filius Flitwick, Charlotte Lee, Neeraja Kambham Q Search

Cancel

2

Success

Your Program Director will be set to Filius Flitwick once the program is created after step 4.

OK 4

United States — Registration, Ranking, and Results (R3) — 2024 Main Residency Match

PROGRAM INFORMATION **PROGRAM DIRECTOR** PROGRAM DIRECTORY INFO ACTIVATE PROGRAM

To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.

Institutional Official: Julia Matthews

* Program Director: Filius Flitwick **Change Program Director**

◀ Back **Next** ▶ Cancel

4

Step 3: Program Directory Info

1. Enter the **Program Address**, **Program Contact Information**, and **Program Application Services** details in the appropriate fields.
2. Click **Next**.

The screenshot shows a multi-step process with four tabs: PROGRAM INFORMATION, PROGRAM DIRECTOR, PROGRAM DIRECTORY INFO (active), and ACTIVATE PROGRAM. Below the tabs is a grey bar with the text: "To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps." The main form area is divided into three sections:

- Program Address:** Includes a checkbox for "Use Institution Address". Fields include: Country (dropdown), Mail Stop, Street Address Line 1, 2, and 3, City / Town, State, and Zip / Postal Code.
- Program Contact Information:** Includes fields for Public Phone Number, Public Fax Number, Public Email Address, and Program URL.
- Program Application Services:** Includes a note: "NRMP is collecting data on the service(s) your program partners with to receive applications. This information will be displayed in the Program Directory." Below this is a section titled "Please check all application services this program uses:" with three checkboxes: "Electronic Residency Application Service® (ERAS®)", "Residency Central Application (ACAPS or Plastic Surgery)", and "Other".

At the bottom of the form are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a red circle labeled "2". A red circle labeled "1" is positioned to the left of the "Program Address" section.

Step 4: Activate Program

1. Choose the **Program Status** from the drop-down menu.
 - a. **Initial:** If you wish to activate the program later or are in the role of an institutional administrator, choose **Initial**.
 - b. **Activate:** If you wish to activate the Program now and are an institutional official, choose **Activate**.

2. Click **Finished**.

3. The **My Programs** screen displays and the green note confirms you have successfully created the new program.

The screenshot shows the 'ACTIVATE PROGRAM' step in the MATCH interface. The 'ACTIVATE PROGRAM' tab is highlighted with a red box and a circled '4'. Below, a 'Program Status' dropdown menu is highlighted with a red box and a circled '1', showing 'Initial' selected. At the bottom, the 'Finished' button is highlighted with a red box and a circled '2'.

The screenshot shows the 'My Programs' screen. A green success message at the top is circled with a red box and a circled '3'. Below, the 'My Programs' section shows details for the newly created 'Radiology-Diagnostic' program, including its status as 'ACTIVE'.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Family Medicine	1894120C0	ACTIVE	Neeraja Kambham (Not Registered)	00 R0	12
Internal Medicine	1894140C0	ACTIVE	Charlotte Lee (Not Registered)	00 R0	1
Internal Medicine - TEST	1894140P2	Not Part		00 R0	1
Radiology-Diagnostic	1894420A0	ACTIVE	Filius Fibwick (Pledged on Sep 06, 2023)	00 R0	4