

Change Approvals

Main Residency Match and Specialties Matching Service



Users: Institutional
Officials (IOs)

The screenshot shows the user interface for THE MATCH National Resident Matching Program. The user is logged in as Julia Matthews. The page displays a notification about pending tasks and a table of matches and roles. A yellow callout box highlights that action is required on the items below, specifically for the Main Residency Match, where program activation and quota change approvals are needed.

Matches & Roles

You currently have the capability to act in 3 role/match combinations as listed below. ?
Click on your Role & Institution Name for the appropriate Match you wish to manage at this time.

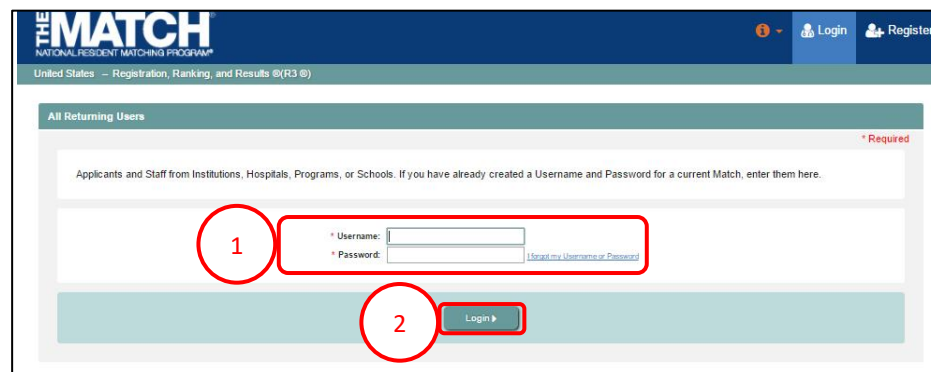
Main Match				
Match	Match Status	Your Role & Institution Name	City	State
Main Residency Match	REGISTRATION	Inst Official Secondary Test Institution	Anytown	DC

Fellowship Matches				
Match	Match Status	Your Role & Institution Name	City	State
Pediatric Surgery	REGISTRATION	Inst Official Secondary Test Institution	Anytown	DC
Radiology	RANKING	Inst Official Secondary Test Institution	Anytown	DC

Note: This job aid explains the steps for Change Approvals 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**.

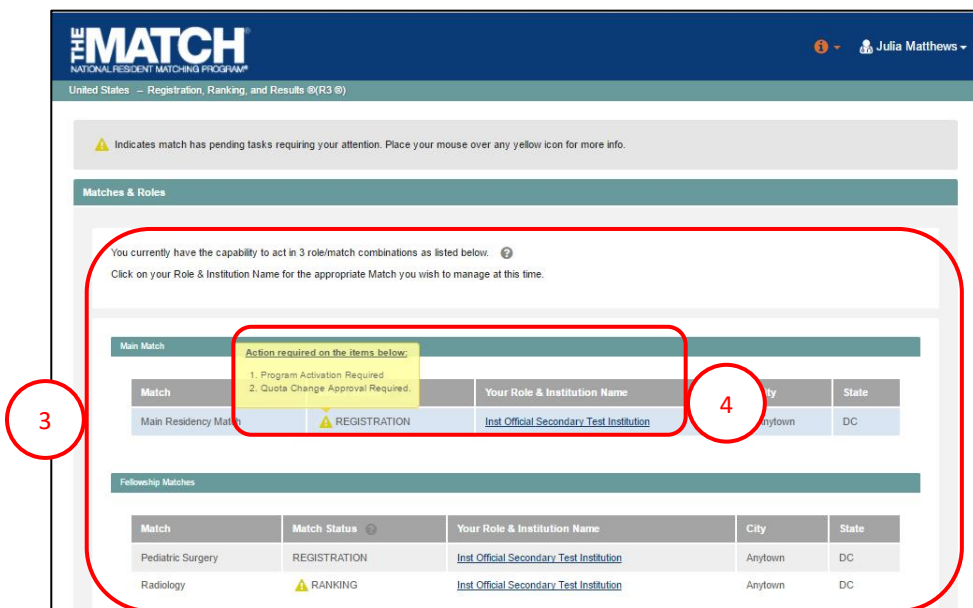


Matches and Roles Page:

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. Hover over the icon to view the specific tasks for a program.

4. Click on your **Role & Institution Name** for the appropriate Match that requires change approvals.



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: [jmatthews](#); Match Year: 2017; Appointment Year: 2018. Callout 6 points to a table with one row:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Breast Imaging	1894R02F0	ACTIVE	Filius Filtrick (Pledged on May 28, 2017)	00 R0	2

. Callout 7 points to a table of Match Events:

Match Event	Start Date	End Date
Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Rank	28 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; My Role: Institution Official; Username: [jmatthews](#); Match Year: 2017. Callout 6 points to a table with multiple rows:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Dermatology	1894080C0	ACTIVE	Filius Filtrick (Pledged on May 26, 2017)	00 R0	1
Dermatology	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	00 R0	2
Family Medicine	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	00 R0	2
Internal Medicine - TEST	1894140C0	ACTIVE	Wednesday Addams (Not Registered)	00 R0	2
Pediatrics	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	00 R0	2
Plastic Surgery	1894360A0	Activate Not Part	Charlotte Lee (Pledged on May 15, 2017)	00 R0	1
Radiology-Diagnostic	1894420A0	ACTIVE	Filius Filtrick (Pledged on May 26, 2017)	00 R0	3
Radiology-Diagnostic	1894420R0	Activate Not Part		00 R0	1
Radiation Oncology	1894430A0	Activate Not Part	Filius Filtrick (Pledged on May 26, 2017)	00 R0	2
Vascular Surgery	1894451P0	ACTIVE	Archie Patterson (Not Registered)	00 R0	1
Internal Medicine/Family Medicine	1894740P0	WITHDRAWN	Charlotte Lee (Pledged on May 15, 2017)	00 R0	2


. Callout 7 points to a table of Match Events for 2017:

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.

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.

Change Approvals:


 The yellow icon indicates Matches that have pending tasks requiring your attention. Hover over the icon to view the specific tasks for a program.

1. Click the **Program Description** link for the program that requires approvals.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Dermatology	1894080C0	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D0 R0	1
Dermatology	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Family Medicine	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2
Internal Medicine - TEST	1894140C0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2
Pediatrics	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Plastic Surgery	1894360A0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	1
Radiology-Diagnostic	1894420R0	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D0 R1	3
Radiology-Diagnostic - Research	1894420R0	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D1 R0	1
Radiology-Diagnostic	1894420R0	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D0 R0	3
Radiation Oncology	1894430A0	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D0 R0	3
Vascular Surgery	1894451P0	ACTIVE	Archie Patterson (Not Registered)	D0 R0	1
Internal Medicine/Family Medicine	1894740P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2

The **View Program Details** page displays. A yellow note indicates change approval requests are pending.

2. Click the **Change Requests & Approvals** tab. Review the changes that require action.
 - a. Note the **Change Type** column identifies the type of change requiring action.

 There are pending change approval requests for the Institutional Official. Please review these requests in the 'Change Requests & Approvals' section.

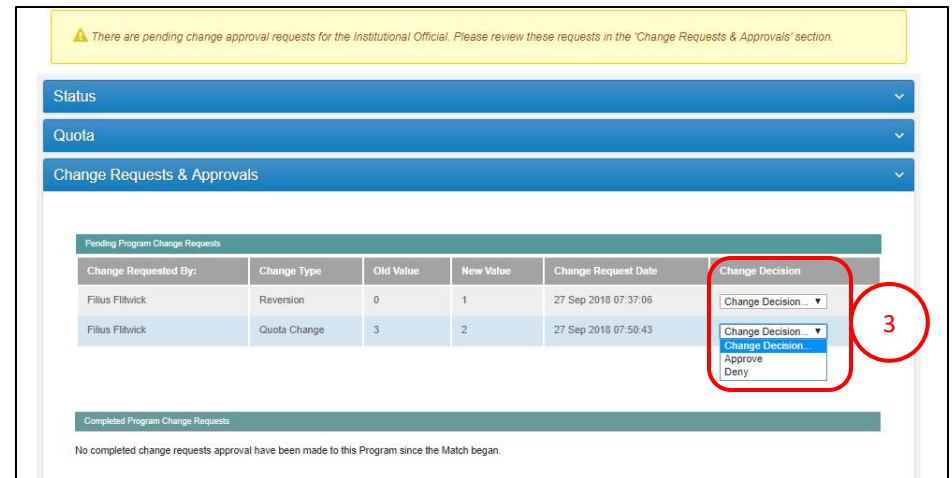
Change Requested By:	Change Type	Old Value	New Value	Change Request Date	Change Decision
Filius Filitwick	Reversion	0	1	27 Sep 2018 07:37:06	Change Decision...
Filius Filitwick	Quota Change	3	2	27 Sep 2018 07:50:43	Change Decision...

Completed Program Change Requests

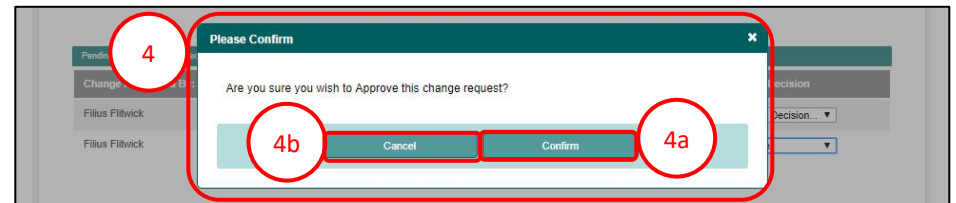
No completed change requests approval have been made to this Program since the Match began.

Change Approvals, Continued: Approve Request

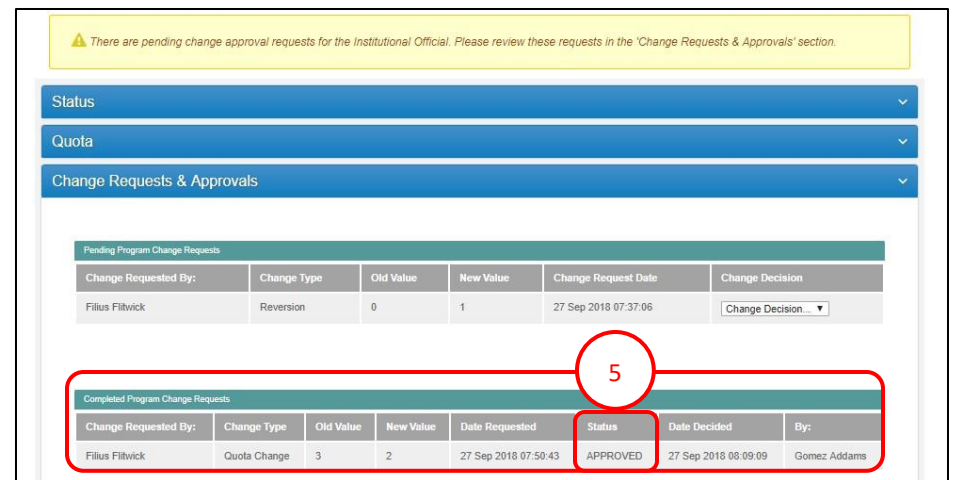
3. Click the **Change Decision** drop-down box.
 - a. Select **Approve** to accept the change request.
 - b. Select **Deny** to reject the request.



4. If you approved the change request, a confirmation pop-up displays.
 - a. Click **Confirm** to accept the request.
 - b. Click **Cancel** to return to the **Change Requests & Approvals** tab.

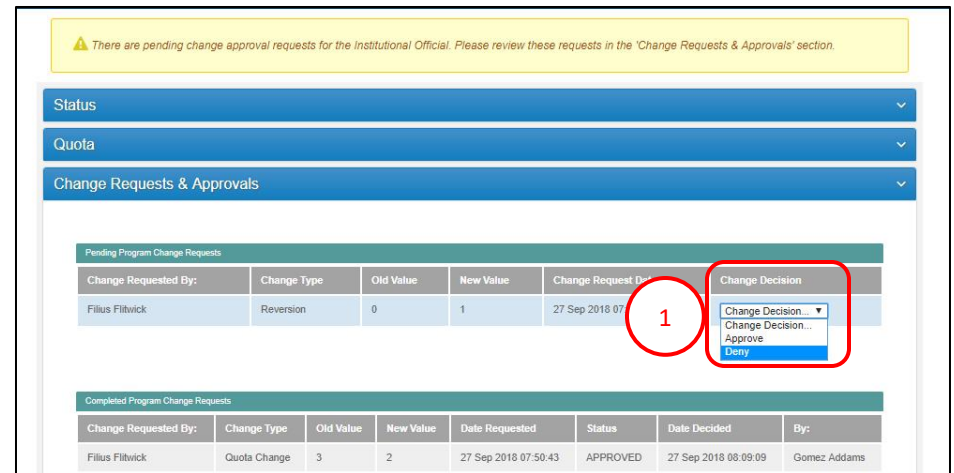


5. If you clicked **Confirm**, the approved change is displayed on the **Change Requests & Approvals** tab under the **Completed Program Change Requests** section.



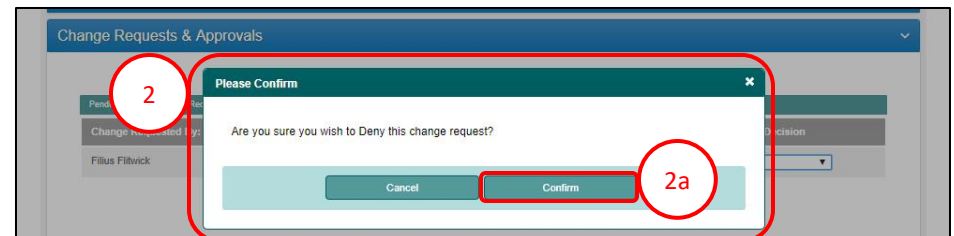
Change Approvals, Continued: Reject Request

1. Click **Deny** to reject a change request.



2. A **confirmation** pop-up displays.

- Click **Confirm** to deny the request.
- Click **Cancel** to return to the **Change Requests & Approvals** tab.



3. If you clicked **Confirm**, the denied change is displayed on the **Change Requests & Approvals** tab under the **Completed Program Change Requests** section.

