Using Applicant Match History

Main Residency Match and Specialties Matching Service

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)
Note: The Using Applicant Match History guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

The Applicant Match History was designed to assist program directors, program coordinators, and institutional officials in determining whether an applicant is eligible for appointment or has a concurrent match commitment to another program. It also displays waiver requests and violation investigations. This information is accessible throughout the year, regardless of whether the Match in which the institution participates is open or closed.

- Medical school senior students will not appear in search results because they have not yet participated in a Match.
- Applicants who participate in Matches outside the NRMP will not appear in the Applicant Match History.

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.
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.
Searching for a Single Applicant:

1. Click the **Options** menu.

2. Click **Applicant Match History**.

   The **Applicant Match History** page displays.

3. Enter the applicant search details in the appropriate fields. If searching by name only, you must enter at least part of the First and Last Names.

4. To search using a school name, click the **Click to Find School** button.
Searching for a Single Applicant, Continued:

The **School Lookup** fields display.

5. Select the school details, including country, state/province, and school type using the drop-down menus.

6. Click **Search**.

7. School results display. Click the appropriate school link.

8. The school is listed in the **School Name** field. Enter additional applicant search details in the appropriate fields.

9. Click **Search**.

10. To clear the school name or other field entries, click **Reset**.
Searching for a Single Applicant, Continued:

11. If the applicant has a Match History, search results display. If searching by name only, results may include numerous applicants with the same name.

 NOTE: If an applicant has a violation, a red flag will appear next to the applicant’s name.

12. If the applicant does not have a Match history, an Information box will display noting there were no search results for the criteria you entered.
Searching for a Single Applicant, Continued:

13. Click the applicant’s name to review **Applicant Details** and confirm eligibility for appointment. All applicants will have the same information, including:
   - Matches in which the applicant obtained a position, along with the appointment year of that Match and the name of the matched program
   - Any violations committed by the applicant
   - Any waivers of the match commitment granted to the applicant

14. The example applicant’s violation is explained, including the sanction imposed by the NRMP.

15. The example applicant has no violations and has both a preliminary and advanced commitment.

16. After reviewing the applicant’s details, click **Close** to return to the **Applicant Match History** page.
Searching for Multiple Applicants via Bulk Upload:

Multiple applicants can be searched simultaneously by pasting a list of names and AAMC IDs into the Applicant Match History tool. A batch of results will be returned. You can enter up to 500 applicants at a time.

Prior to searching for multiple applicants, create a tab-delimited text file of the applicants with the following components:

- Three data elements per applicant: AAMC ID, First Name, and Last Name.
- Each data element must be separated by a Tab character; if extracting from Excel, use the format Text (Tab delimited).
- There must be one applicant per line.

1. Click the Options menu.
2. Click Applicant Match History.
3. Click Search for Multiple Applicants via Bulk Upload at the top of the screen.
Searching for Multiple Applicants via Bulk Upload, Continued:

4. The **Search Applicants by Bulk Upload** page displays with detailed instructions for file preparation and searching.

5. Open your prepared applicant list. Select the rows of applicant records, and copy them by either:
   a. Using standard menu **Edit→Copy**, right clicking and choosing Copy, or
   b. Using **Ctrl+C** on the keyboard

6. Click in the **Applicant Data** field. Paste the applicant records using either:
   a. The browser menu (**Edit→Paste**), right clicking and choosing Paste, or
   b. **Ctrl+V** on the keyboard

7. Check the **Exact Matches Only** box to limit your search results to only applicants with the exact FirstName, LastName, and AAMC ID you enter on your list.

8. Click **Submit**.

9. Click **Show Prior Batches** to view your previous applicant searches and re-run, if necessary.
Searching for Multiple Applicants via Bulk Upload, Continued:

10. The bulk search results display.

11. Click each applicant’s name to review Applicant Details and confirm eligibility for appointment.

12. The example applicant has no violations and has both a preliminary and advanced commitment.

13. After reviewing the applicant’s details, click Close to return to the Applicant Match History page.