



## Withdrawing and Reinstating a Program

Main Residency Match and  
Specialties Matching  
Service



### Users:

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

The screenshot displays the 'View Program Details' page on the THE MATCH website. The page header includes the logo and navigation links. The main content area shows the following information:

View Program Details	
My Institution: <a href="#">Secondary Test Institution - Anytown, DC</a>	Match Year: 2017
My Role: Program Director	NRMP Institution Code: 1004
Username: <a href="#">char_lee</a>	ACGME Inst Code: 1001
Institution Status: ACTIVE	NRMP Program Code: <a href="#">189438542</a>
Program Name: Plastic Surgery	ACGME Program Code: 3608956823
Program Type: Advanced	
Program Status: WITHDRAWN	

Below the details, there is a 'Status' section with a dropdown menu. The current program status is 'WITHDRAWN', and there is a 'Reinstate' button.

At the bottom, there is a 'Quota' section with a dropdown menu.

**Note: This *Withdrawing and Reinstating 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.**

**!** Programs must be withdrawn or reinstated prior to the Quota Change Deadline for the Match. NRMP institutional officials must approve any program status changes.

### 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 or program (for program directors) 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 details.
7. Main Residency Match Event dates display.

**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 details.
7. Fellowship Match event dates display.

## Editing a Program:

1. Click the **program** you wish to withdraw or reinstate.



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

Match Home Page

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

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="#">Family Medicine</a>	1894120M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
<a href="#">Pediatrics</a>	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
<a href="#">Plastic Surgery</a>	1894360A0	⚠ ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
<a href="#">Internal Medicine/Family Medicine</a>	1894740P0	⚠ ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2

2017

2. The **View Program Details** page displays.

View Program Details

My Institution: [Secondary Test Institution - Anytown, DC](#) Match Year: 2017  
My Role: Program Director NRMP Institution Code: 1894  
Username: [char\\_lee](#) ACGME Inst Code: 1001  
Institution Status: ACTIVE NRMP Program Code: [1894360A0](#)  
Program Name: Plastic Surgery ACGME Program Code: 3608956823  
Program Type: Advanced  
Program Status: ACTIVE

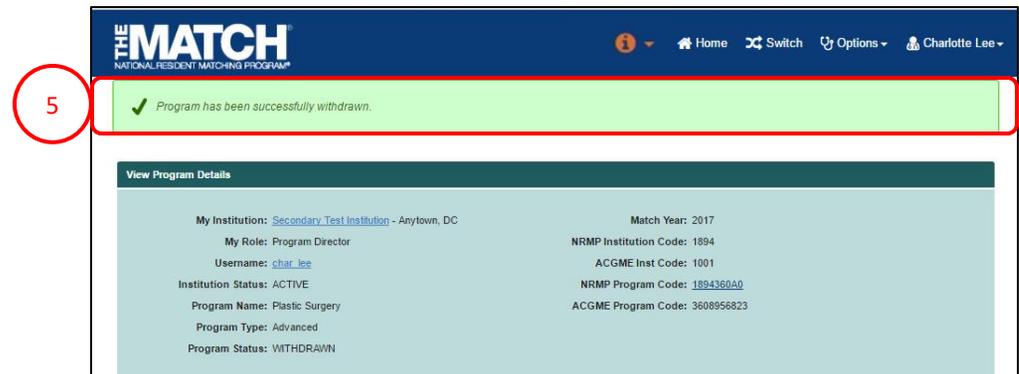
- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord
- Public Contact
- Reversions
- Joint A/P

## Status – Withdraw Steps

3. Click the **Status** tab to review the program’s status.
4. To withdraw the program from the current Match, click the **Withdraw** button.



5. The green note confirms you have successfully withdrawn the program.



6. The status displays on the **Home page** as **WITHDRAWN** and the yellow triangle alerts you that the institutional official must approve the withdrawal. If the institutional official completed the withdrawal, the withdrawal is automatically approved.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Family Medicine</a>	1894120M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
<a href="#">Pediatrics</a>	1894320M0	ACTIVE	(Pledged on May 15, 2017)	D0 R0	2
<a href="#">Plastic Surgery</a>	1894360A0	WITHDRAWN	(Pledged on May 15, 2017)	D0 R0	2
<a href="#">Internal Medicine/Family Medicine</a>	1894740P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2

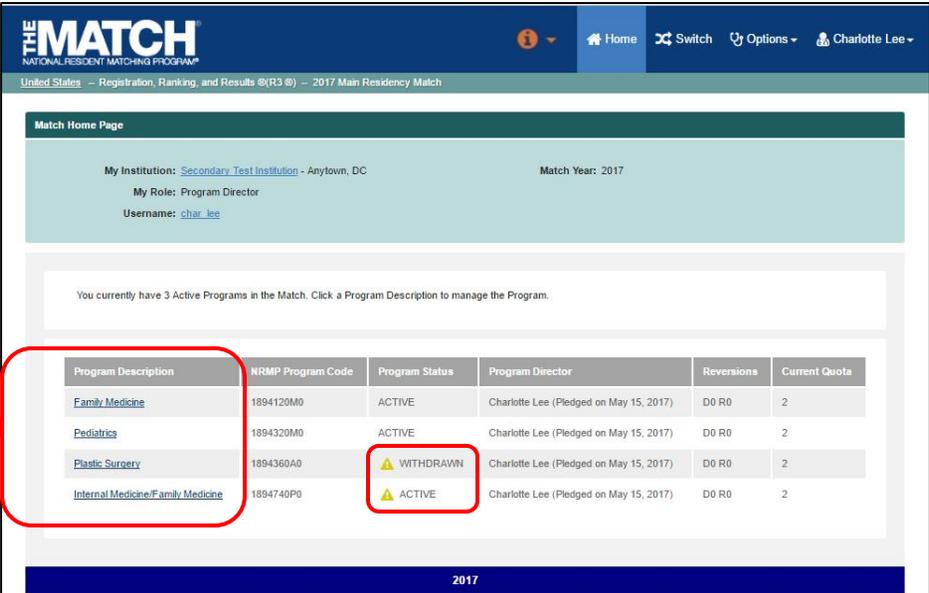
The table shows the status of various programs. The 'Plastic Surgery' row is highlighted with a red circle labeled '6', showing a yellow triangle icon and the status 'WITHDRAWN'.

- Only institutional officials can approve program status changes in the R3® system.

## Status - Reinstate Steps

1. Click the **program** you wish to reinstate.

 The yellow icon indicates listed Matches have pending tasks requiring your attention. Hover over the icon to view the tasks.



Match Home Page

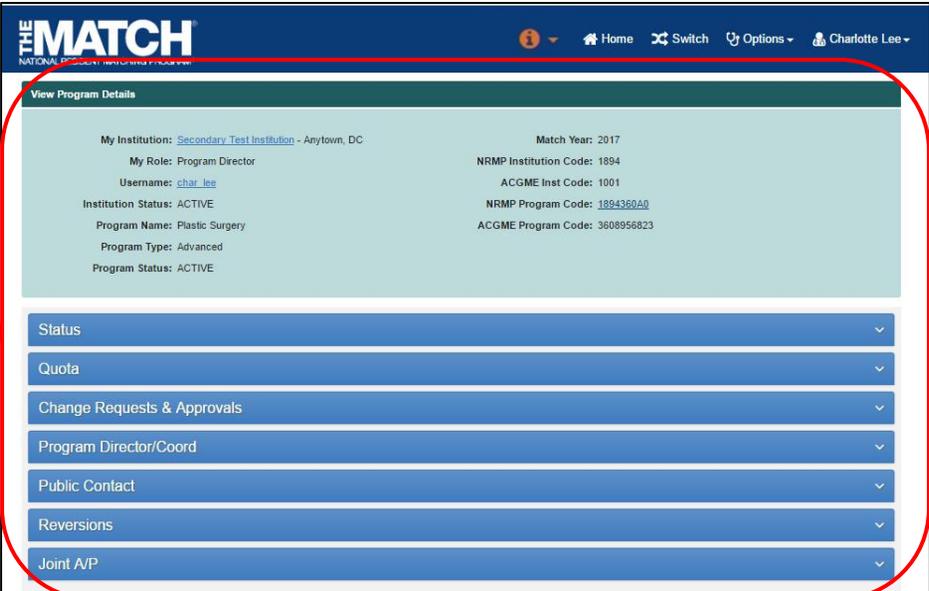
My Institution: [Secondary Test Institution - Anytown, DC](#) Match Year: 2017  
My Role: Program Director  
Username: [char\\_lee](#)

You currently have 3 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="#">Family Medicine</a>	1894120M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
<a href="#">Pediatrics</a>	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
<a href="#">Plastic Surgery</a>	1894360A0	 WITHDRAWN	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
<a href="#">Internal Medicine/Family Medicine</a>	1894740P0	 ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2

2017

2. The **View Program Details** page displays.



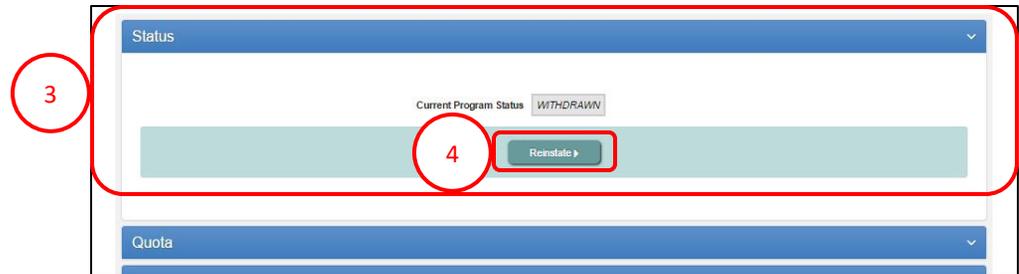
View Program Details

My Institution: [Secondary Test Institution - Anytown, DC](#) Match Year: 2017  
My Role: Program Director NRMP Institution Code: 1894  
Username: [char\\_lee](#) ACGME Inst Code: 1001  
Institution Status: ACTIVE NRMP Program Code: [1894360A0](#)  
Program Name: Plastic Surgery ACGME Program Code: 3608956823  
Program Type: Advanced  
Program Status: ACTIVE

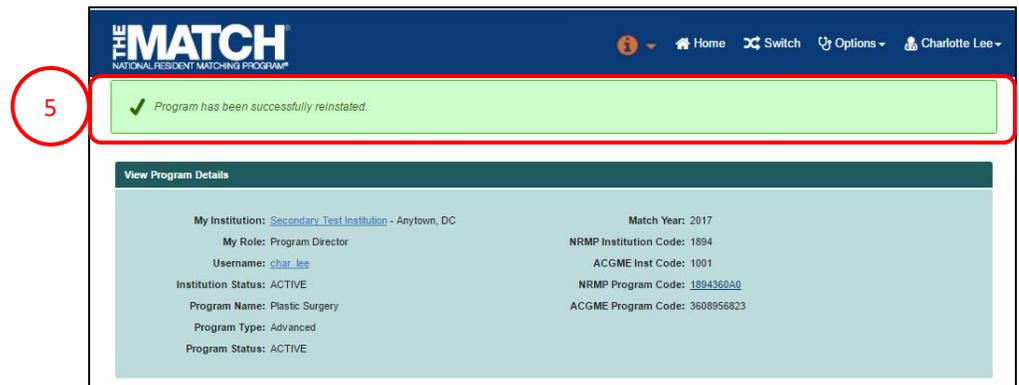
- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord
- Public Contact
- Reversions
- Joint A/P

## Status - Reinstate Steps, Continued

3. Click the **Status** tab.
4. To reinstate the program for the current Match, click the **Reinstate** button.



5. The green note confirms you have successfully reinstated the program.



6. The status displays on the **Home page** as ACTIVE and the yellow triangle alerts you that the program requires status approval. If the institutional official has completed the reinstatement, the reinstatement is automatically approved.
  - Only institutional officials can approve program status changes in the R3® system.

