

Activating Institutions & Programs for Participation in the Match

Main Residency Match and Specialties Matching Service
Users: Institutional Officials (IOs)



Activating the institution and programs initiates your participation in a Match. The institution must be activated for each Match in which it participates before a program(s) can be activated. Activating the institution does not activate an individual program(s) for participation. Both the institution and program(s) must be activated in each Match and is required before ranking can occur. Activation should be completed promptly after the Match opens for registration.

The Institutional Official (IO) can activate programs or can direct either the Program Director (PD) or the Institutional Administrator (IA) to activate program(s) after the institution is active. This allows the IO the ability to ensure the PDs confirm their participation in the Match at the program level and allows PDs to update their program directory information and the program quota in a more timely and efficient manner. A change request will be generated for IO approval for any program status changes made by the PDs or IA.

Non-ACGME accredited programs in a fellowship Match can only be activated by the IO and require an attestation that the institution has oversight of the program's participation in the Match.

- 1 Open r3.nrmp.org to access the Registration, Ranking, and Results (R3®) system.

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

United States – Registration, Ranking, and Results ®(R3®)

Returning Users

* Username: ?

* Password: ?

[Forgot my Username or Password](#)

Login

2 Enter the **Username** and **Password** and click **Login**.

MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

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Users

and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here. If you are logging in with login credentials from a previous Match must register for each new Match in which you plan to participate. Select the appropriate "Register" option to

* Username: ?
* Password: ?
[I forgot my Username or Password](#)

Login ▶

3 The Matches and roles for which you are registered will be displayed. The yellow icon indicates Matches that have pending tasks requiring your attention.

Click the role and institution for the Match you intend to activate.

Main Match			
Match	Match Status ?	Your Role & Institution Name	City
Main Residency Match	! REGISTRATION	Inst Official National Medical Center-Test Institution	Washington

Fellowship Matches			
Match			
Match	Match Status	Your Role & Institution Name	City
Laryngology	! REGISTRATION	Inst Official National Medical Center-Test Institution	Washington
Pathology	RANKING	Inst Official National Medical Center-Test Institution	Washington
Pediatric Surgery	! REGISTRATION	Inst Official National Medical Center-Test Institution	Washington

4 The **Match Participation Agreement Important Notice** screen displays.

Scroll to read the **Important Notice**, which highlights important aspects of the Agreement. Click **Next** at the bottom of the screen.

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- The institutional official has the authority to modify and certify program rank order lists; however, such modifications and certifications should be done in concert with and approved by program directors. (Section 2.0)
- The NRMP is not an employment service and does not oversee the terms of any contract between applicants and training programs. In addition, training programs have sole responsibility for establishing and communicating all program and institutional eligibility requirements for any residency position. (Section 4.0)
- The institution's programs must disclose to applicants all eligibility requirements for training set forth by the sponsoring institution and the program during the recruitment period and before the applicable Rank Order List Certification Deadline. These requirements may include pre-employment testing (e.g., illicit drug screening), background checks (e.g., criminal, financial, etc.), visa sponsorship, and any other requirement(s). Programs must be able to demonstrate that eligibility requirements are made available to each applicant during recruitment and before the applicable Rank Order List Certification Deadline, either electronically or in writing. (Section 4.0)
- All institutions and programs that participate in the Match are expected to:
 - Act in an ethical and professional manner from the time of application through the 45th day following the start date of training or through the conclusion of any NRMP-related waiver review, violation investigation, or appeal process;
 - Provide to applicants by the applicable Rank Order List Certification Deadline complete, timely, and accurate information that would be pertinent to an applicant's decision to rank a program. Information includes but is not limited to a copy of the contract the applicant would sign and institutional policies regarding eligibility for appointment;
 - Refrain from requesting that applicants reveal any information about the programs to which they have or may apply, interview intentions and practices, or ranking intentions. (Section 6.0)
- During the recruitment phase, institutions must ensure that programs extend interview offers that equal not exceed the total number of available slots, provide applicants no less than 48 hours to accept or reject an interview invitation, and apply reasonable measures (e.g., one-to-two weeks' notice) in the event of cancellation or rescheduling of interviews. (Section 6.0)
- Institutions must ensure that each program has a process in place to review state licensure board eligibility and ensure that ranked applicants meet the required state licensure criteria. (Section 7.0)
- Neither programs nor applicants may release each other from a matched position. Programs who cannot or will not honor their binding commitment must request a waiver or a one-year deferral from the NRMP, which has sole discretion to grant or deny a requested waiver or deferral. (Section 9.0)
- **New** An institution's programs should report known or suspected violations of the applicable agreement within one year of learning about the incident. If the alleged violation(s) involves a matched applicant, it must have occurred no later than the 45th day after the start date of the appointment contract. (Section 10.0)
- With respect to the use of Match information:
 - Institutions: Institutions must refrain from sharing any information from or maintained in the R3 system. Institutions are also prohibited from copying, distributing, or posting or in any way making publicly available, any Match Week information to any website or non-NRMP-related matching service, including sharing URLs that link to information from the R3 system or PDFs, even if the information already is in the public domain.
 - The NRMP: Programs authorize the NRMP to request, obtain, transmit or receive identifying information for reasons including but not limited to verifying data submitted by the program, conducting a Match, performing research, or providing technology applications and service tools offered by the NRMP. NRMP is authorized to share identifiable ranking and match outcome information only with reputable organizations under strict, binding terms of a confidential data sharing agreement. NRMP is not authorized to release clearly and uniquely identifiable information in publications, presentations, and reports. (Section 12.0)

Cancel Registration

Next

5 The **Match Participation Agreement** screen displays.

Once you have reviewed the **Match Participation Agreement**, scroll to the bottom of the page.

Enter your **Password**. Click **I Accept** at the bottom of the screen. Accepting the Match Participation Agreement indicates you have read the Agreement and have had the opportunity to ask questions if needed.

Any party who desires to contest a violation decision by an NRMP Review Panel, as outlined in the *Disposition of Match Violation Investigation* ("Disposition"), must notify the NRMP in writing of its intent to do so within 10 business days from that party's receipt of the Disposition. Moreover, any party who wishes to challenge a decision of an NRMP Review Panel or bring a separate cause of action, regardless of form, arising out of or related to the Match, this Agreement, or the breach thereof, or any other dispute between the NRMP and any applicant or program participating, or seeking participation, in the Match, must file a written demand for arbitration within 30 calendar days of receipt of the Disposition or within 30 calendar days of the accrual of the cause of action, regardless of statute, law, regulation, or rule to the contrary ("Limitation Period"). The Limitation Period shall commence the day after the day on which the cause of action accrued. Failure to institute an arbitration proceeding within the Limitation Period will constitute an absolute bar and waiver of the institution of any proceedings, whether in arbitration, court, or otherwise, with respect to such cause of action. Cause of action that has become time-barred may not be exercised by way of counter claim or relied upon by way of exception.

If notice of a party's intent to seek arbitration is not received in writing by the NRMP within 10 business days from that party's receipt of the Disposition, or if the party does not file a written demand for arbitration within 30 calendar days of receipt of the Disposition, that party is deemed to have waived and is barred from later filing a demand for arbitration or seeking other relief. The obligation to file a written demand for arbitration does not apply to any party that is a state entity and that state's laws mandate that such entity not be compelled to participate in an arbitration proceeding.

19.0 GENERAL

This Agreement is governed by the laws of the District of Columbia, excluding its choice of laws provisions, and the agreed upon venue for any dispute arising from this Agreement is the District of Columbia.

The headings of the Sections of this Agreement have been inserted for convenience of reference only and shall in no way restrict or otherwise affect the construction of the terms or provisions of this Agreement. Unless indicated otherwise, references in this Agreement to Sections are to Sections of this Agreement.

If any provision of this Agreement is found in any arbitration proceeding or by any court of competent jurisdiction to be invalid, illegal, or unenforceable, that provision shall be modified to the minimum extent necessary to achieve the purpose originally intended, if possible, and the validity, legality, and enforceability of the remaining provisions will not be affected or impaired and are to be enforced to the maximum extent permitted by applicable law. If any remedy set forth in this Agreement is determined to have failed of its essential purpose, then all other provisions of this Agreement will remain in full force and effect.

Failure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party is not to be construed as a waiver of such a breach or prevent such party from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respect to the Matching Program and its results. Any representations, promises, or conditions not incorporated in this Agreement will not be binding upon any of the parties. No modification of this Agreement shall be effective unless in writing and executed by the party against whom it is to be enforced.

* Password:

[Cancel Registration](#)

[I Accept](#)

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Select your **Institution Status:**


Click **Activate** if the institution and its programs will participate in the Match.





Institution: National Medical Center-Test Institution - Washington, DC	Match Year: <input type="text"/>
Role: Institution Official	Appointment Year: <input type="text"/>
Username: smcelroy	NRMP Institution Code: 1000
Institution Status: INITIAL	ACGME Inst Code: <input type="text"/>

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A confirmation note will display.

Click the **Institution Status** tab to confirm status.




 Home
  Switch
  Options

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Institution Information

Institution: National Medical Center-Test Institution - Washington, DC Role: Institution Official Username: smcelroy Institution Status: ACTIVE	Match Year: <input type="text"/> Appointment Year: <input type="text"/> NRMP Institution Code: 1000 ACGME Inst Code:
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Institution Status

Current Institution Status


ACTIVE

8

If the institution and its programs will NOT participate in the Match, click **Not Participating**.

Institution: [National Medical Center-Test Institution - Washington, DC](#) Match Year:
 Role: Institution Official Appointment Year:
 Username: [smcelroy](#) NRMP Institution Code: 1000
 Institution Status: INITIAL ACGME Inst Code:

Institution Status

 You must activate your Institution to participate in this Match.
 Click 'Activate' or 'Not Participating' to indicate your Institution Status for this Match. Navigate to the Home page to view programs in your institution.

Current Institution Status **INITIAL**

[Activate ▶](#) [Not Participating ▶](#)

Institutional Administrator

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If **Not Participating**, a confirmation pop-up will display.

- Click **Yes** if you DO NOT intend to participate in the Match.
- If you DO intend to participate in the Match, click **No** to cancel and return to the **Institution Status** tab.

Information


Institution: [National Medical Center-Test Institution - Washington, DC](#) Match Year:
 Role: Institution Official Appointment Year:
 Username: [smcelroy](#) NRMP Institution Code: 1000
 Institution Status: INITIAL ACGME Inst Code:

Institution Status

 You must activate your Institution to participate in this Match.
 Click 'Activate' or 'Not Participating' to indicate your Institution Status for this Match. Navigate to the Home page to view programs in your institution.

Current Institution Status **INITIAL**

[Activate ▶](#) [Not Participating ▶](#)

Please Confirm 

Are you sure you don't want this institution to participate in this match?

[Yes](#) [No](#)

- 10 If you chose to not participate in the Match, a confirmation note will display.

The screenshot shows the top of the The Match website. A green banner at the top contains the text "THE MATCH NATIONAL RESIDENT MATCHING PROGRAM®". Below this, a green box with a red border contains a green checkmark and the text "Successfully changed the institution's status to Not Participating". Below the green box, a grey box contains a yellow warning icon and the text "Indicates match has pending tasks requiring your attention. Place your mouse over any yellow icon for more info." Below the grey box, a dark green header bar contains the text "Matches & Roles". Below the header bar, a white box contains the text "You currently have the capability to act in 3 role/match combinations as listed below. ?" and "Click on your Role & Institution or School Name link for the Match you would like to manage." Below the white box, a dark green header bar contains the text "Main Match". Below the header bar, a table is partially visible with columns for Role, Institution, and Match.

- ! Activating the institution does not activate the individual programs for Match participation. IOs have the option to direct the PD or IA to activate program(s). Continue for Program Activation Steps, if you would like to activate programs.

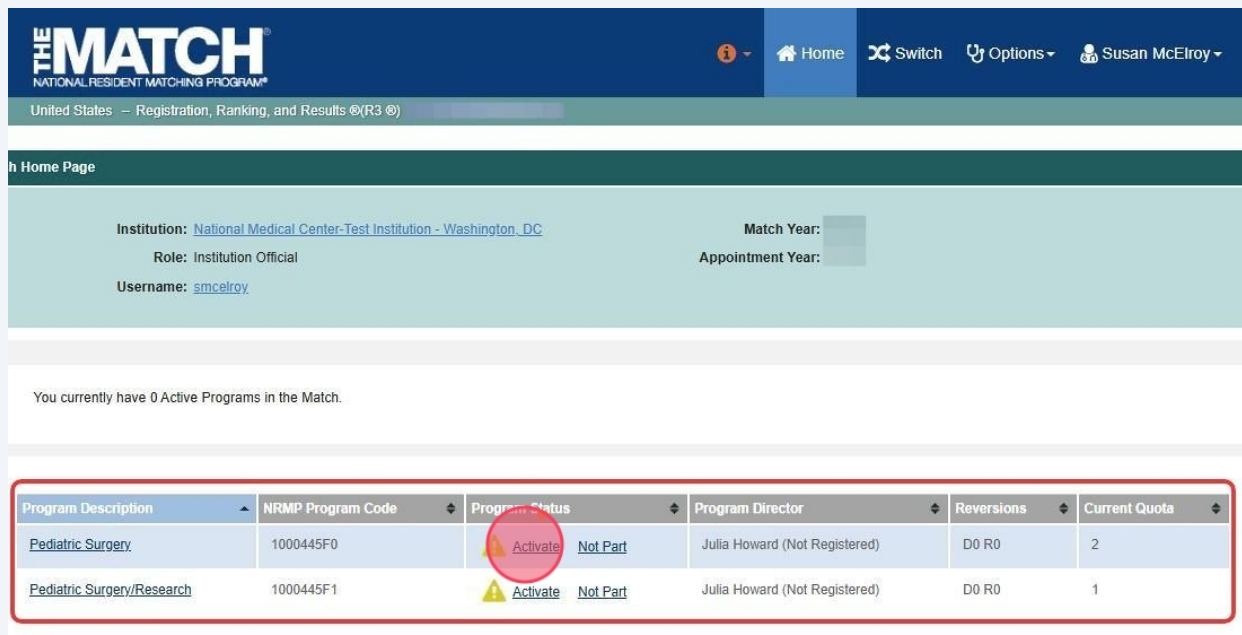
- 11 Click **Home** to activate your program(s).

The screenshot shows the top of the The Match website. A dark blue header bar contains the text "THE MATCH NATIONAL RESIDENT MATCHING PROGRAM®" on the left and a navigation bar on the right with icons for "Home", "Switch", and "Options". The "Home" button is highlighted with a red circle. Below the header bar, a green bar contains the text "United States - Registration, Ranking, and Results ©(R3 ©)". Below the green bar, a dark green header bar contains the text "Institution Information". Below the header bar, a light blue box contains the following information: "Institution: [National Medical Center-Test Institution - Washington_DC](#)", "Role: Institution Official", "Username: [smcelroy](#)", "Institution Status: ACTIVE", "Match Year: ", "Appointment Year: ", "NRMP Institution Code: 1000", and "ACGME Inst Code: ". Below the light blue box, a blue header bar contains the text "Institution Status". Below the header bar, a white box contains the text "Current Institution Status" and a button labeled "ACTIVE". Below the white box, a blue header bar contains the text "Institutional Administrator".

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Review the list of **programs** displayed.

Click the **Activate** link for the program(s) you wish to activate.



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Home Switch Options Susan McElroy

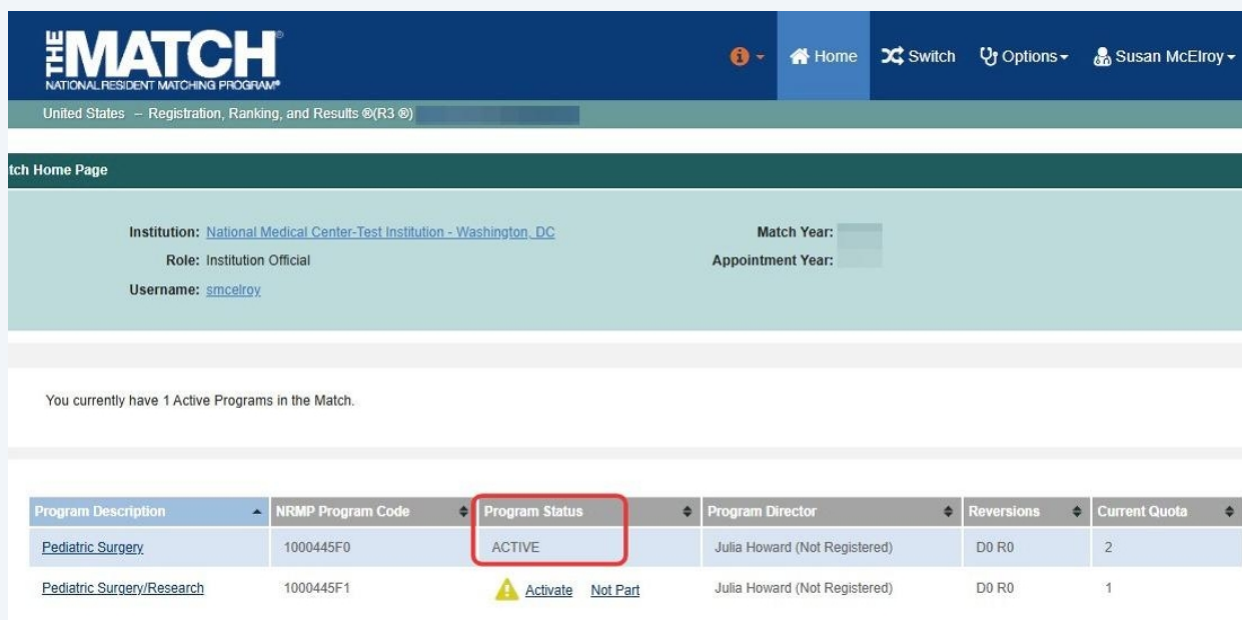
Institution: [National Medical Center-Test Institution - Washington, DC](#) Match Year:
 Role: Institution Official Appointment Year:
 Username: [smcelroy](#)

You currently have 0 Active Programs in the Match.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Pediatric Surgery	1000445F0	Activate Not Part	Julia Howard (Not Registered)	D0 R0	2
Pediatric Surgery/Research	1000445F1	Activate Not Part	Julia Howard (Not Registered)	D0 R0	1

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Once activated, the **Program Status** will display as **ACTIVE**. Please note the program information and **quota** are rolled over from the previous Match in which the program participated and may need to be updated by the PD.



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Home Switch Options Susan McElroy

Institution: [National Medical Center-Test Institution - Washington, DC](#) Match Year:
 Role: Institution Official Appointment Year:
 Username: [smcelroy](#)

You currently have 1 Active Programs in the Match.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Pediatric Surgery	1000445F0	ACTIVE	Julia Howard (Not Registered)	D0 R0	2
Pediatric Surgery/Research	1000445F1	Activate Not Part	Julia Howard (Not Registered)	D0 R0	1

- 14 If the program will not participate in the Match, click the **Not Part** link.

The screenshot shows the Match Home Page for a user logged in as 'smcelroy'. The page displays the institution 'National Medical Center-Test Institution - Washington, DC' and the match year. Below this, a message states 'You currently have 1 Active Programs in the Match.' A table lists the active programs:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions
Pediatric Surgery	1000445F0	ACTIVE	Julia Howard (Not Registered)	D0 R0
Pediatric Surgery/Research	1000445F1	Activate Not Part	Julia Howard (Not Registered)	D0 R0

- 15 A confirmation pop-up will display.

- Click **Confirm** if the program will not participate in the Match.
- Click **Cancel** to stop the request.

The screenshot shows the Match Home Page with a confirmation pop-up displayed. The pop-up has a title bar 'Please confirm' and a close button. The message inside the pop-up asks: 'Are you sure you don't want this program to participate in this match?'. At the bottom of the pop-up are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a red circle.

16 Once confirmed, the **Program Status** will display as **Not Part**.

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Match Home Page

Institution: [National Medical Center-Test Institution - Washington, DC](#) Match Year:
 Role: Institution Official Appointment Year:
 Username: [smcelroy](#)

You currently have 1 Active Programs in the Match.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions
Pediatric Surgery	1000445F0	ACTIVE	Julia Howard (Not Registered)	D0 R0
Pediatric Surgery/Research	1000445F1	Not Part	Julia Howard (Not Registered)	D0 R0



Activating Non-ACGME-Accredited Fellowship Programs:

Only the IO can activate non-ACGME accredited programs. You will be asked to attest that you have oversight of the program's participation in the Match as part of the activation process.

17 Click the non-ACGME accredited **Program** you wish to activate.

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Match Home Page

Institution: [National Medical Center-Test Institution - Washington, DC](#) Match Year:
 Role: Institution Official Appointment Year:
 Username: [smcelroy](#)

You currently have 0 Active Programs in the Match.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions
Laryngology	1000L01F0	Activate Not Part	Deondre Thomas (Not Registered)	D0 R0

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

Click the **Status** tab.

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Home

Switch

Options

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View Program Details

Institution: [National Medical Center-Test Institution - Washington ,DC](#)

Role: Institution Official

Username: [smcelroy](#)

Institution Status: ACTIVE

Program Name: Laryngology

Program Type: Fellowship

Program Status: INITIAL

Match Year:

Appointment Year:

NRMP Institution Code: 1000

ACGME Inst Code:

NRMP Program Code: [1000L01F0](#)

ACGME Program Code: L01

Status

Quota

Change Requests & Approvals

Program Director/Coord

Program Directory Information

Reversions

19 Indicate your **Program Status**:

- Click the **Activate** button to activate.
- Click the **Not Participating** button if the program will not be participating.

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Home

Switch

Options

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View Program Details

Institution: [National Medical Center-Test Institution - Washington ,DC](#)

Role: Institution Official

Username: [smcelroy](#)

Institution Status: ACTIVE

Program Name: Laryngology

Program Type: Fellowship

Program Status: INITIAL

Match Year:

Appointment Year:

NRMP Institution Code: 1000

ACGME Inst Code:

NRMP Program Code: [1000L01F0](#)

ACGME Program Code: L01

Status

Quota

Change Requests & Approvals

Current Program Status

Activate

Not Participating

Quota

Change Requests & Approvals

20

If the program is being activated, the **Program Attestation Questionnaire** pop-up displays.

Select **Yes** or **No** to each of the questions. Click **Submit**.

Match Year: Appointment Year:

Program Attestation Questionnaire ✕

As the NRMP Institutional Official, I attest that the Laryngology program (1000L01F0) is approved to train fellows in my institution.

☐ Yes ☒ No

I agree to provide oversight of the program's participation in the Match and agree to monitor and approve all changes associated with the program's participation in the Match.

☐ Yes ☒ No

I understand that failure to agree to both of the above statements will prevent the Laryngology program (1000L01F0) from participating in the Match.

21

A confirmation note displays.

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✓ Program has been successfully activated.

View Program Details

Institution: National Medical Center-Test Institution - Washington, DC	Match Year: <input type="text"/>
Role: Institution Official	Appointment Year: <input type="text"/>
Username: smcelroy	NRMP Institution Code: 1000
Institution Status: ACTIVE	ACGME Inst Code:
Program Name: Laryngology	NRMP Program Code: 1000L01F0
Program Type: Fellowship	ACGME Program Code: L01
Program Status: ACTIVE	

Status