Entering and Certifying a Program Rank Order List

Main Residency Match and Specialties Matching Service

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)

Note: The Entering and Certifying a Program Rank Order List 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 NRMP matching algorithm uses the preferences expressed in the rank order lists submitted by applicants and program directors to place individuals into program positions.

Guidelines for Preparing a Program Rank Order List:

1. Program directors should rank only applicants whom they wish to train in their programs.
2. Applicants should be ranked in preferred order, with the most preferred applicant ranked first, according to the program's true preferences.
3. Factors to consider in determining the number of applicants to rank include the competitiveness of the specialty, the program, and the specific applicants being ranked.

Note: Institutional officials, institutional administrators and program coordinators can also enter rank order lists. However, program coordinators may not certify or uncertify rank order lists.
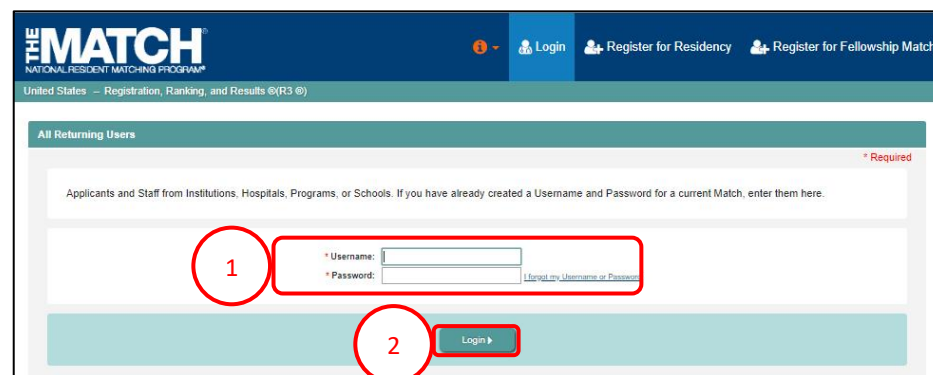
Guide Contents:

Applicants can be added to a rank order list in three ways: using NRMP or AAMC ID, using the Find & Add Applicant function, and importing a file. To review each method and learn how to search and certify a rank order list, click the titles below.

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 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 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.

Adding an Applicant Using NRMP or AAMC ID:

Use information from the applicant's application or search the Current Match Applicant option in R3® to identify either the AAMC ID or NRMP ID for all applicants to be ranked. Refer to the **Search Current Match Applicants** guide to review those steps.

Note: Fellowship applicants are not required to enter an AAMC ID during registration, so they may not be found searching solely by AAMC ID. If an applicant cannot be found using an AAMC ID, please use the **Find and Add Applicant** function to search for the applicant by name.

1. Click the **Program Description** link.

The **View Program Details** page displays.

2. NOTE: The program's status is **ACTIVE**. Once the rank order list contains at least one applicant, the system changes its status to **RANKING**, displayed in red because the list must be certified before it may be used in the Match. After the list has been certified, **CERTIFIED** displays in green.

3. Click the **Rank Order List** tab.

Adding An Applicant Using NRMP or AAMC ID, Continued:

The **Program Rank Order List** screen displays.

4. To add an applicant, enter the applicant's **NRMP ID** or **AAMC ID** into the field at the bottom of the screen.
   a. The number displayed next to the ID field represents the rank that will be assigned to the applicant. The position number can be edited and other applicants on the list will be moved accordingly if an applicant is inserted into the list at a specific rank.

5. Click **Add Applicant & Save**.

6. A green note displays at the top of the screen indicating your rank order list has been saved.

7. The applicant appears on the list in the entered position.

8. To add more applicants to the list, repeat steps #4 and #5.

Adding an Applicant Using NRMP or AAMC ID, Continued:

9. The list you created displays. The **Rank** column identifies the preferred order for the applicants listed.

10. To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you desire or change the rank number in the **Rank** column.

11. A green note displays indicating a change has been made to the list.
    a. The yellow note provides a reminder to save the changes.

12. Click the **Save** button to maintain the rank order change.

13. Click **Cancel Changes** to return the list to the last saved version.

14. To remove an applicant, click the **red X**. You must save the change once made.

15. Click **Delete All** to clear the list.

Adding an Applicant Using Find & Add Applicant Button:

1. From the **Program Rank Order List** screen, click **Find & Add Applicant**.

2. The **Find & Add Applicants** pop-up displays.

3. Enter available search criteria into the appropriate fields.
   - Entering search criteria will limit results to those applicants who meet all entered criteria.
   - Partial data may be entered in a field. For example, entering the text "Johns" in the Last Name field will return applicants with names such as "Johnston"; however, a last name of "John" will not be returned.
   - Using the AAMC ID may not find an applicant who did not enter an AAMC ID (in the Fellowship Matches) or who entered it incorrectly.

4. Click **Reset** to clear the search fields.

5. Once search criteria are entered, click **Search**.

Adding an Applicant Using Find & Add Applicant Button, Continued:

6. Search results display.

7. Click the applicable name to review the information and confirm this is the applicant you wish to rank.

8. The **Applicant Details** pop-up displays. Review the information and click **Close** when you are done.

9. Click the checkbox next to the name(s) of the applicant(s) you want to add to the rank order list.

10. Click the **Add Selected Applicants to ROL & Save** button.

11. A green note displays at the top of the screen indicating your rank order list has been saved.

12. The updated rank order list displays with the latest applicant added in the last position on the list.

Adding an Applicant Using Find & Add Applicant Button, Continued:

In addition to the ID and Name search fields, you also can enter a school name when searching for applicants.

13. Click the **Select a School** button.

14. The **School Lookup** section opens.

15. Select the applicable school search criteria using the drop-down menus.

16. Click **Search**.

17. Search results display.

18. Click the school name you want to add to your search criteria.

Adding an Applicant Using Find & Add Applicant Button, Continued:

19. The school is listed in the **Medical School Name** field.
    a. Enter additional search criteria, if applicable, into the ID and Name fields.

20. To search for all enrolled applicants at this school, leave the other search fields blank, and click **Search**.

21. Search results display.

22. Click the checkbox next to the name(s) of the applicant(s) you want to add to the rank order list.

23. Click the **Add Selected Applicants to ROL & Save** button.

24. Click **Cancel** to return to the **Program Rank Order List Screen**.

25. A green note displays at the top of the screen indicating your rank order list has been saved and the updated rank order list will display.

Entering a Program Rank Order List by Importing Applicants from a file:

The electronic applicant file should contain only the rank number and an applicant identifier field. Identifiers can be the NRMP ID, AAMC ID, or USMLE ID.

1. From the **Program Rank Order List** screen, Click **Import**.

   ⚠ Note: If you already have begun ranking applicants, using the **Import** function will delete your existing rank order list.

2. The **Import a Text File to Create a Rank Order List** pop-up displays. Review the information.

3. Select which identifier you are using in the rank order list file.

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Entering a Program Rank Order List by Importing Applicants from a file, Continued:

NOTE: The file example in this guide began as an Excel file → then was saved as a CSV file → then opened in Notepad as a .txt file per the on-screen instructions.

4. Open the prepared .txt file you created. Select the applicant data, and copy them by:
   a. Using **Ctrl+A**, then **Ctrl+C** on the keyboard.

5. Click in the **File Contents** 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

6. The applicant data are pasted in the **File Contents** Field.

7. If there are no errors with the pasted list, click **Upload Applicants and Save List**.

8. If there are errors, click **Clear Contents** to remove the data or click **Cancel** to start over.

Example CSV file

Entering a Program Rank Order List by Importing Applicants from a file, Continued:

9. The **View ROL Import File** screen displays.
   a. Review the list. Only applicants with an OK in the **Message** column will be imported.

10. Click **Import** to import the list.

11. Click **Cancel** to fix the list or to re-import additional applicants.

Record #	NRMP ID	AAMC ID	USMLE ID	Name	Message
1	N0485414	14335795	5-555-555-5	Lacie McLain	OK
2	N0485416	14789632	5-555-555-5	Ron Mathewson	OK
3	N0485418	14795563	5-555-555-5	Joseph Peters	OK
4	N0485420	14456782	5-555-555-5	Sandee Kurtz	OK
5	N0485454	14697822	--	Akash Patel	OK
6	N0485456	14778855	--	Alexander Ngouajio	OK
7	N0485458	14634587	--	Ally Haeske	OK
8	N0485460	14559976	--	David Lee	OK
9	N0485462	14785236	5-555-555-5	Mary Jean Huddy	OK
10	N0485464	14932562	--	Kelly Stazyk	OK
11	N0485466	14326987	5-555-555-5	Susan McElroy	OK
12	N0485468	14225788	5-555-555-5	Craig Lucchesi	OK
13	N0485470	14658994	5-555-555-5	Patti Magee	OK
14	N0485472	14789112	5-555-555-5	Carrie Washburn	OK
15	--	14527781	--	--	Invalid AAMCID - Applicant Not Found

Entering a Program Rank Order List by Importing Applicants from a file, Continued:

12. The applicants from the import file are saved to the rank order list.

13. To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you desire or change the rank number in the **Rank** column.

14. A green note will display at the top of the screen indicating a change has been made to the list.
    a. The yellow note provides a reminder to save the changes.

15. Click either **Save** button to maintain the rank order change.

16. Click **Cancel Changes** to not save the rank order change.

17. To remove an applicant, click the **red X**. You must save the change after the applicant has been removed.

18. Click **Delete All** to clear the list.

Searching a Rank Order List:

1. Click **Search my List**.

2. The search field displays. Enter one of the following search criteria:
   a. Applicant's last name
   b. NRMP ID
   c. AAMC ID

3. Click the magnifying glass icon.

4. The **Applicant(s) found on the ROL** pop-up displays. Review the information.

5. Click **Close** to close the pop-up.

Certifying a Rank Order List:

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A rank order list must be certified to be used when the matching algorithm is processed.

Changes can be made to the rank order list after it has been certified. However, once changed, the new version must be certified by the Rank Order List Deadline in order to be used in the Match.

You cannot certify your rank order list when there are change requests in Pending status. The Institutional Official must approve or deny any change request before the rank order list can be certified.

1. From the **Program Rank Order List** screen, Click **Certify List**.

2. The **Please Enter Your Authentication Information** pop-up displays. Review the information.

3. Enter your password in the **Password** field and click **Submit**.

4. The green note confirms rank order list certification.

5. The Program Status is **CERTIFIED**.

Certifying a Rank Order List, Continued:

6. To edit a certified rank order list, click **Edit List**.

7. The **Please Enter Your Authentication Information** pop-up displays. Review the information.

8. Enter your password in the **Password** field and click **Submit** to edit your list.

9. Edit the list as needed. Once complete, certify the list prior to the Rank Order List Deadline.

> ⚠ Note: NRMP does not retain previously saved versions of your rank order list. If changes are made and saved, the previous list is no longer available