Activating Institutions & Programs for Participation in the Match

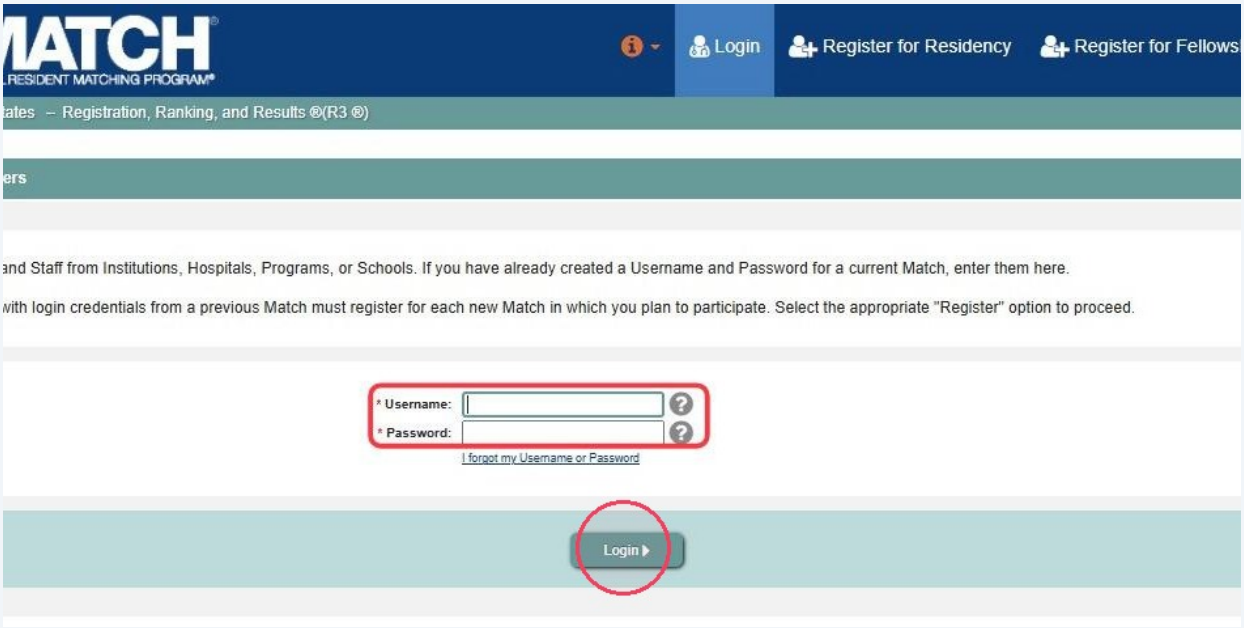
Main Residency Match and Specialties Matching Service
Users: Institutional Officials (IOs)

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.

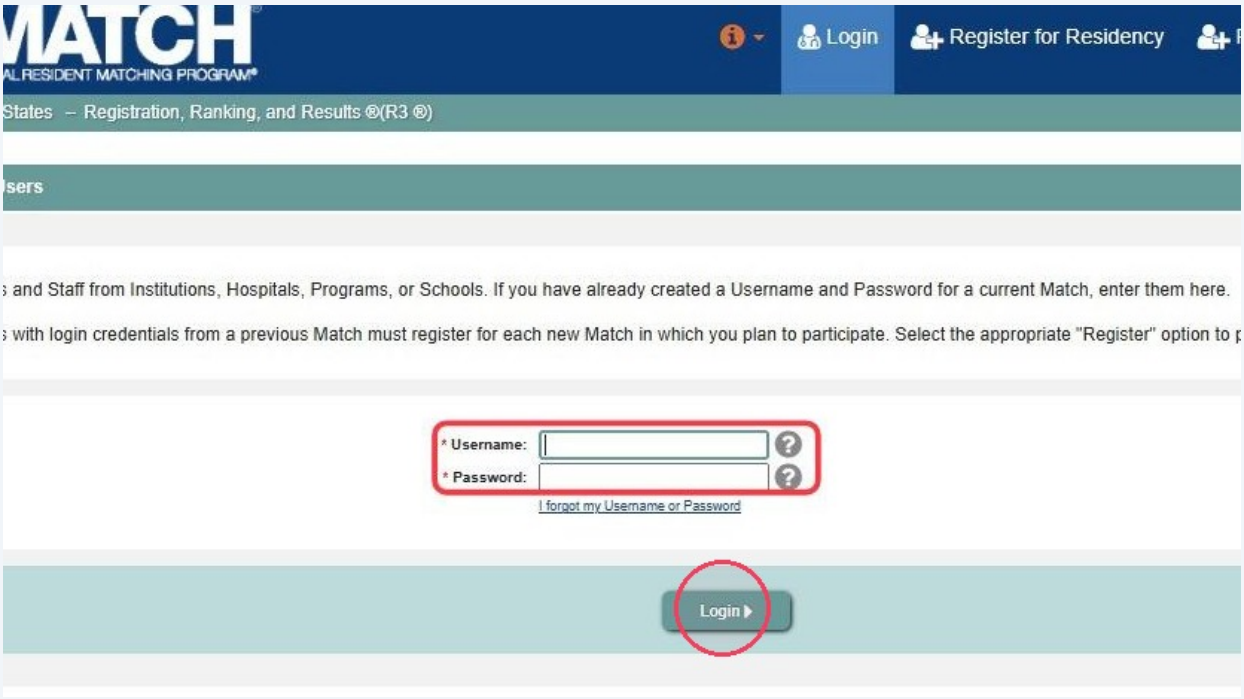
The Institutional Official (IO) can activate programs or can direct either the Program Director (PD) or the Institutional Administrator (IA)to activate program(s) after the institution is active. This allows the IO the ability to ensure the PDs confirm their participation in the Match at the program 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.



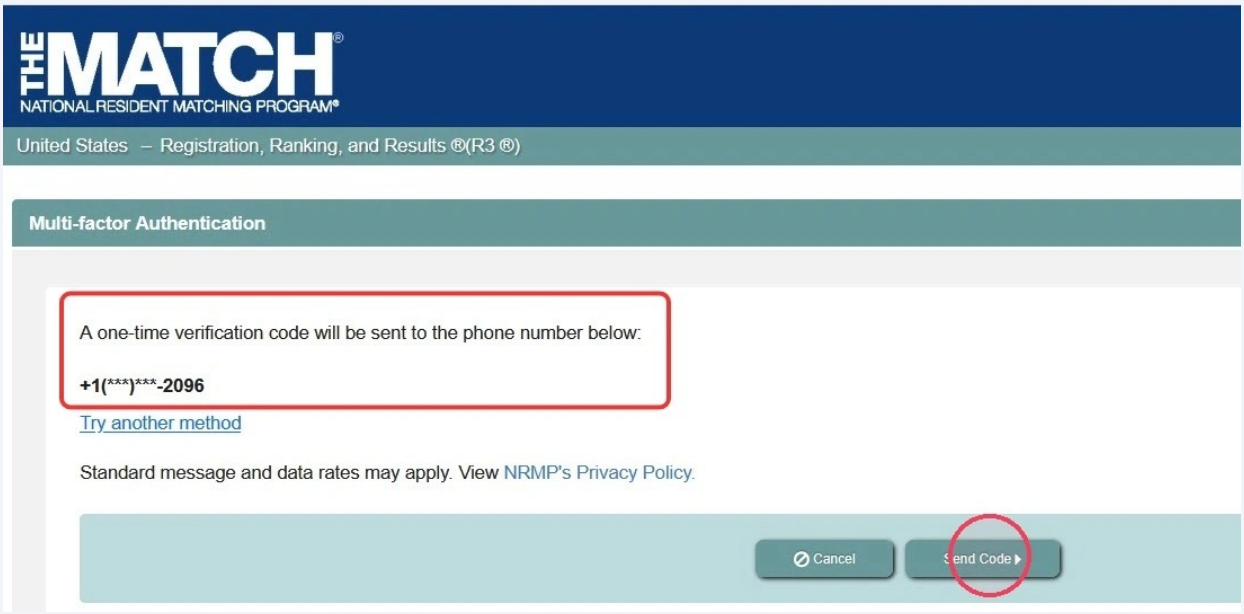
2 Enter the **Username** and **Password** and click **Login**.



3 The **Multi-factor Authentication** screen displays with your primary MFA-enrolled method.

Click **Send Code** to receive an authentication code to your MFA-enrolled method.

Or select **Try another method** to receive a verification code via an alternative method.

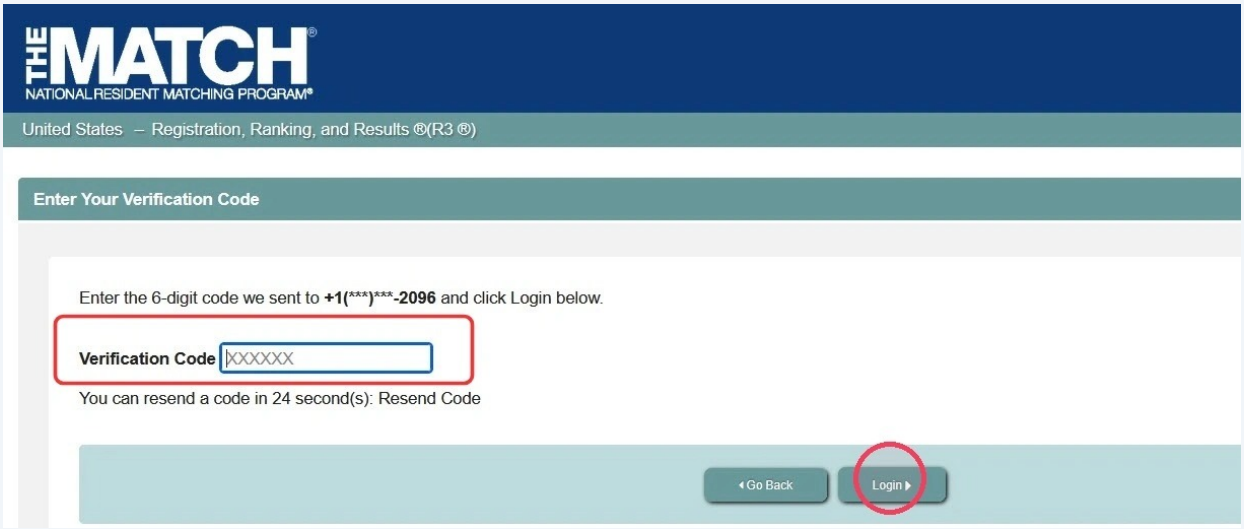


4 The **Enter Your Verification Code** screen displays.

Enter the 6-digit **Verification Code** sent to your chosen verification method (enrolled mobile phone or email). Verification codes are valid for 10 minutes.

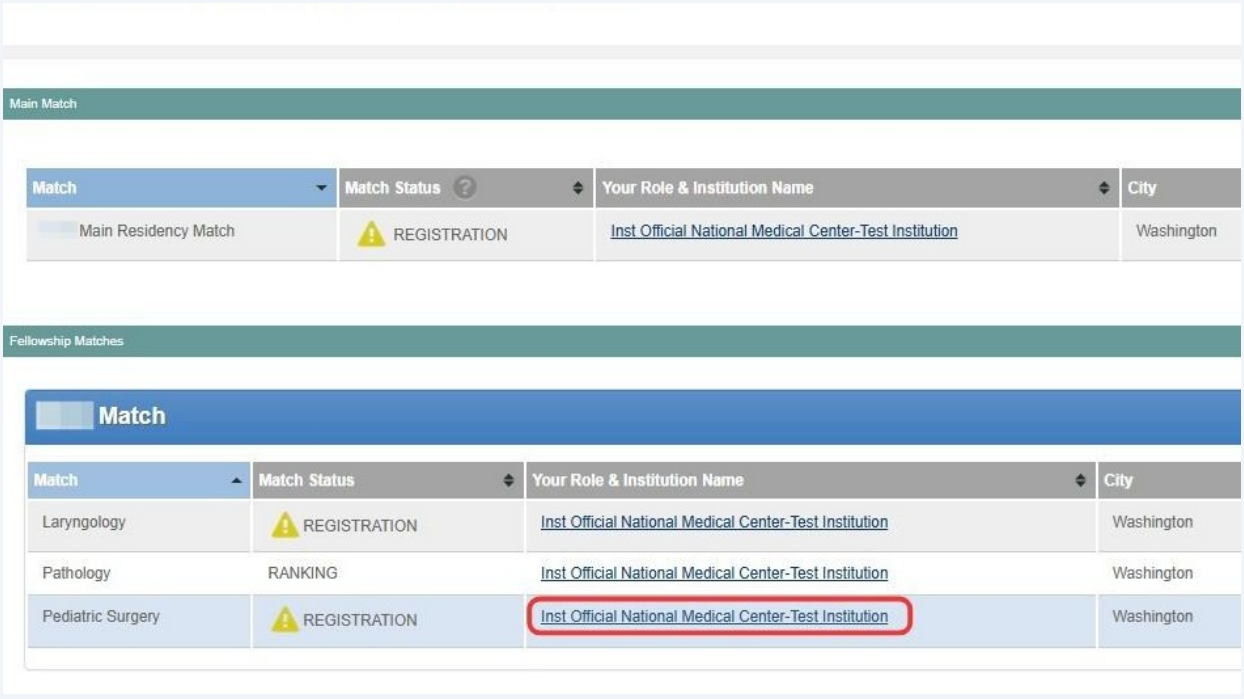
Click **Login**.

The code can be resent after 30 seconds. If you did not receive a code or need the code to be resent, click the **Resend Code** button once it becomes available.



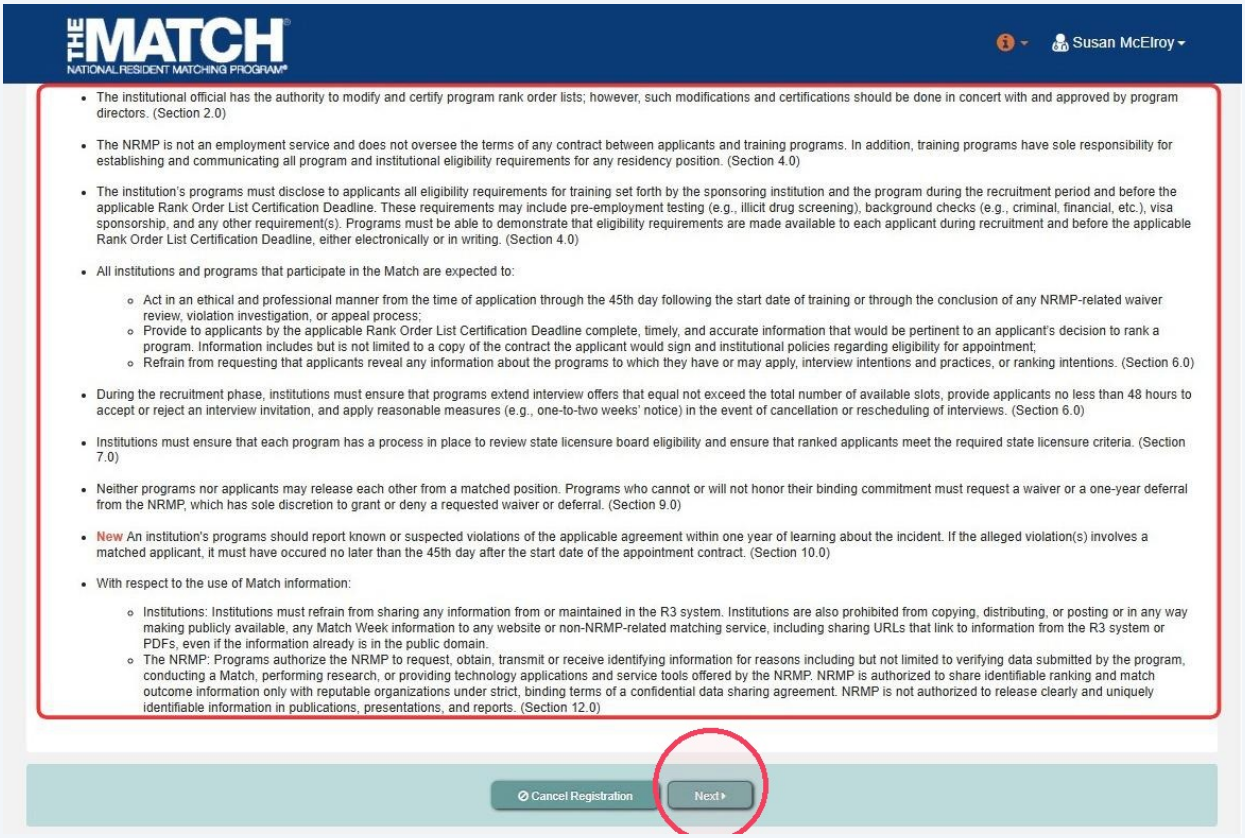
5 The Matches and roles for which you are registered will be displayed. The yellow icon indicates Matches that have pending tasks requiring your attention.

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



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

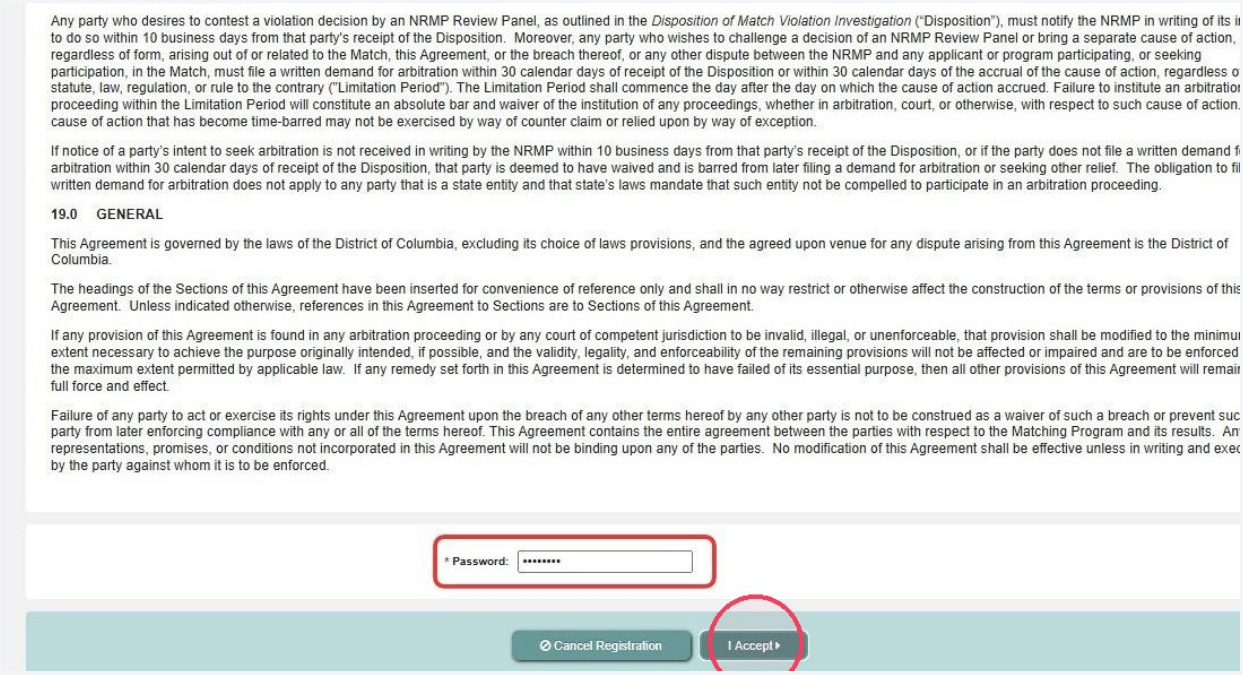
Scroll to read the **Important Notice**, which highlights important aspects of the Agreement. Click **Next** at the bottom of the screen.



7 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 i 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 o 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 arbitratio 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 f 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 fil 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.

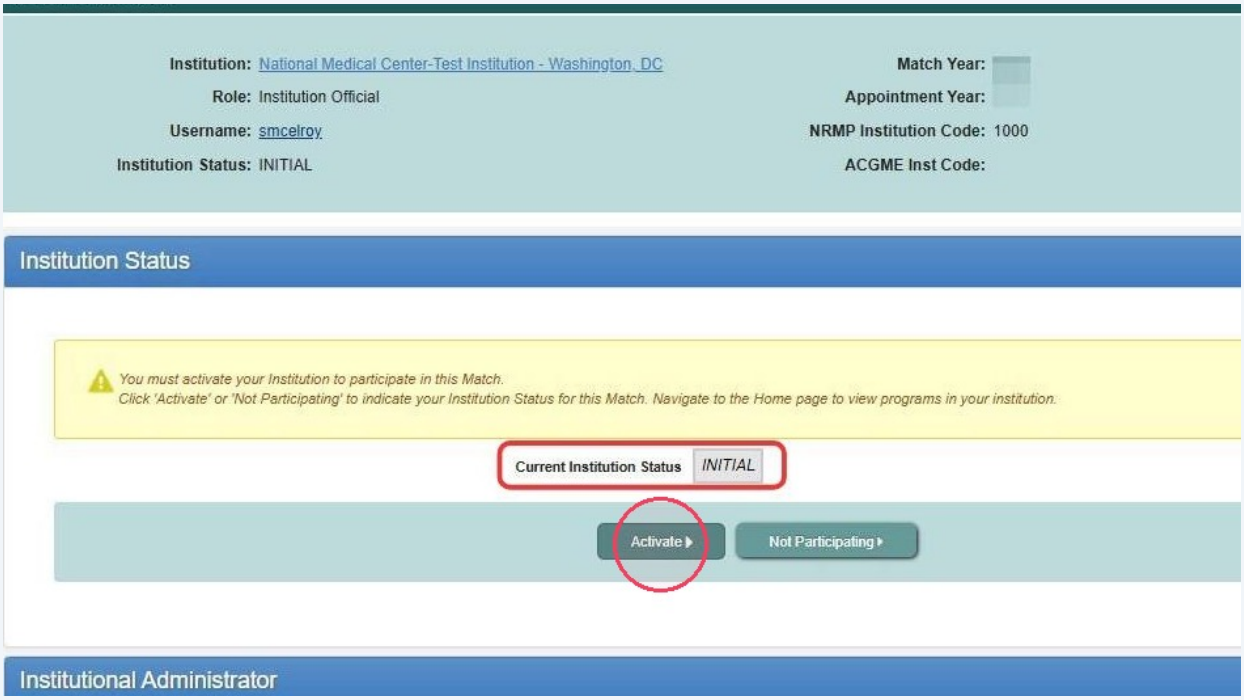
The headings of the Sections of this Agreement have been inserted for convenience of reference only and shall in no way restrict or otherwise affect the construction of the terms or provisions of this Agreement. Unless indicated otherwise, references in this Agreement to Sections are to Sections of this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

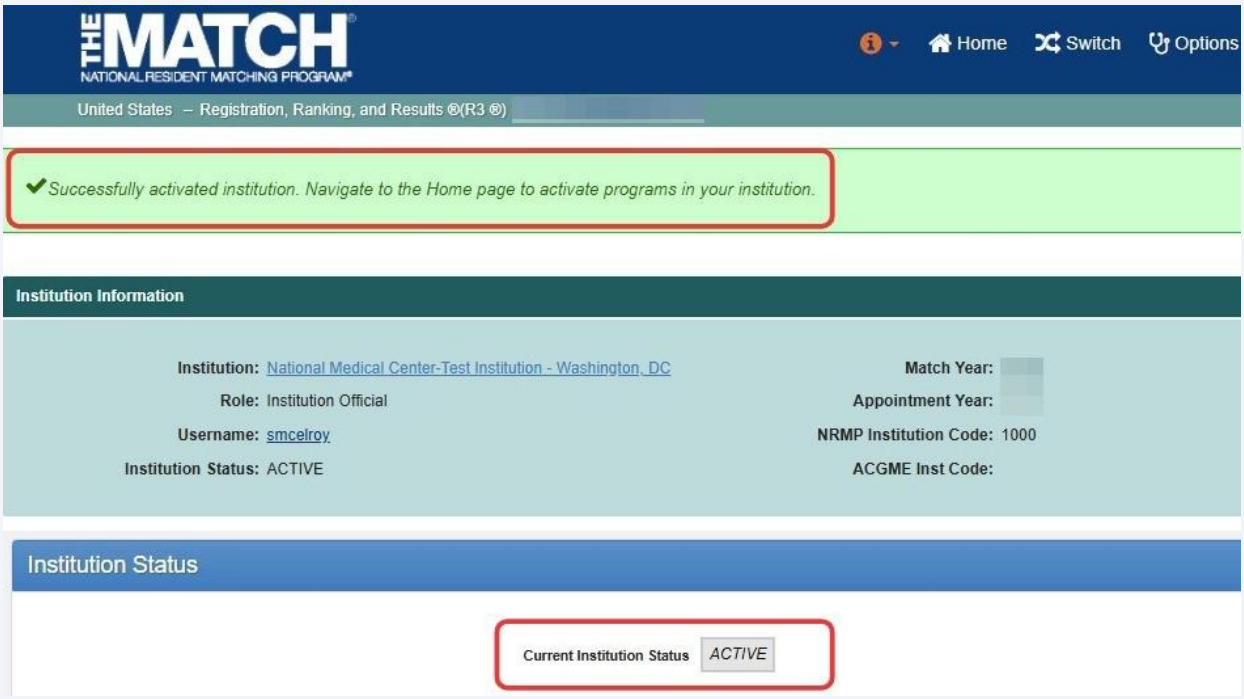
Failure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party is not to be construed as a waiver of such a breach or prevent suc party from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respect to the Matching Program and its results. An 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 exec by the party against whom it is to be enforced.

8 The **Institution Status** tab displays. Note the Status is **INITIAL**.

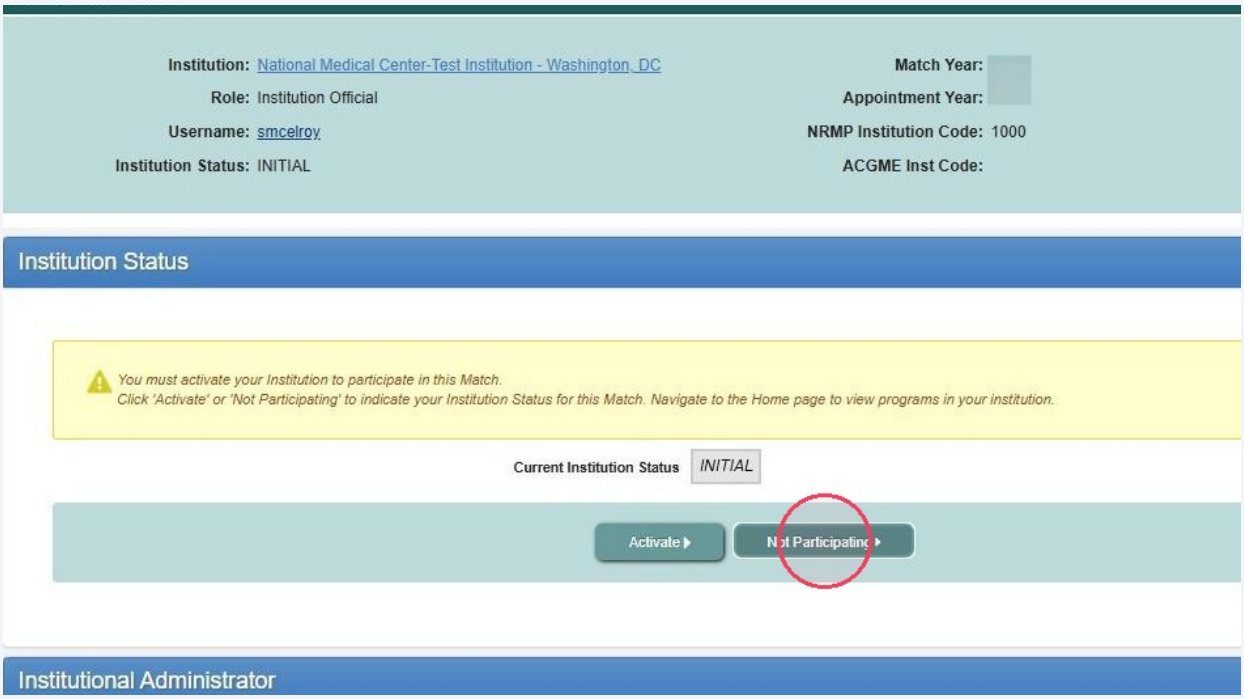
Select your **Institution Status**:
Click **Activate** if the institution and its programs will participate in the Match.



9 A confirmation note will display.
Click the **Institution Status** tab to confirm status.

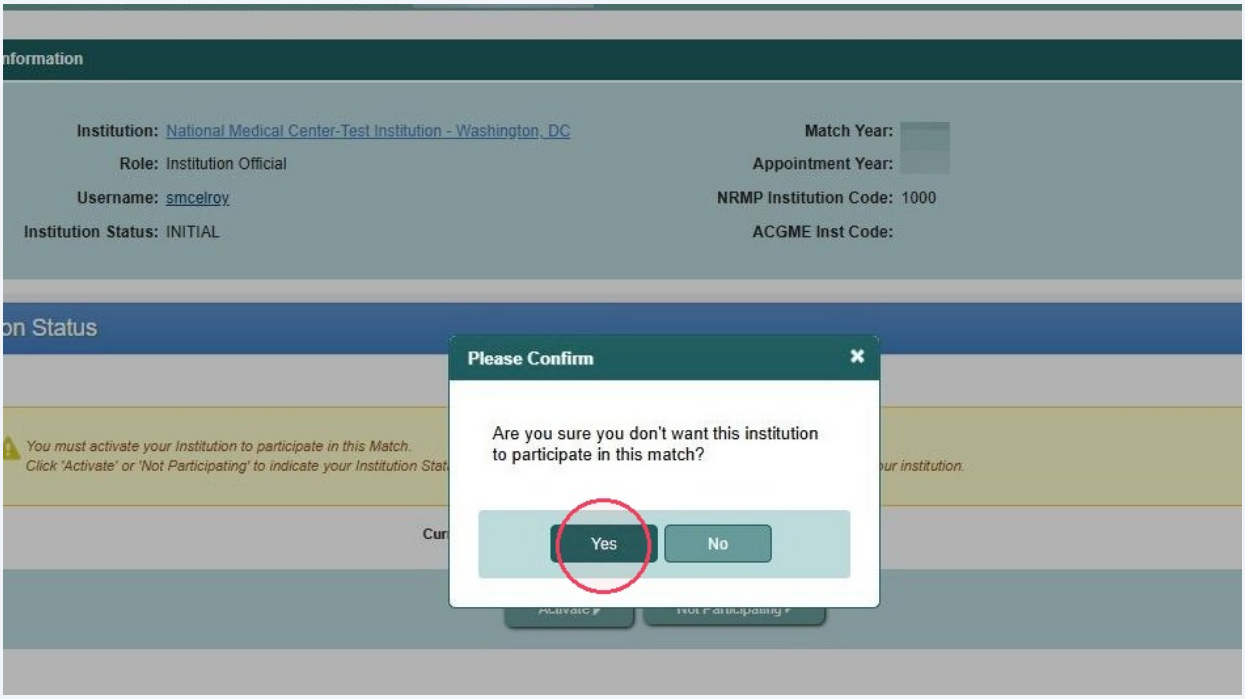


10 If the institution and its programs will NOT participate in the Match, click **Not Participating**.

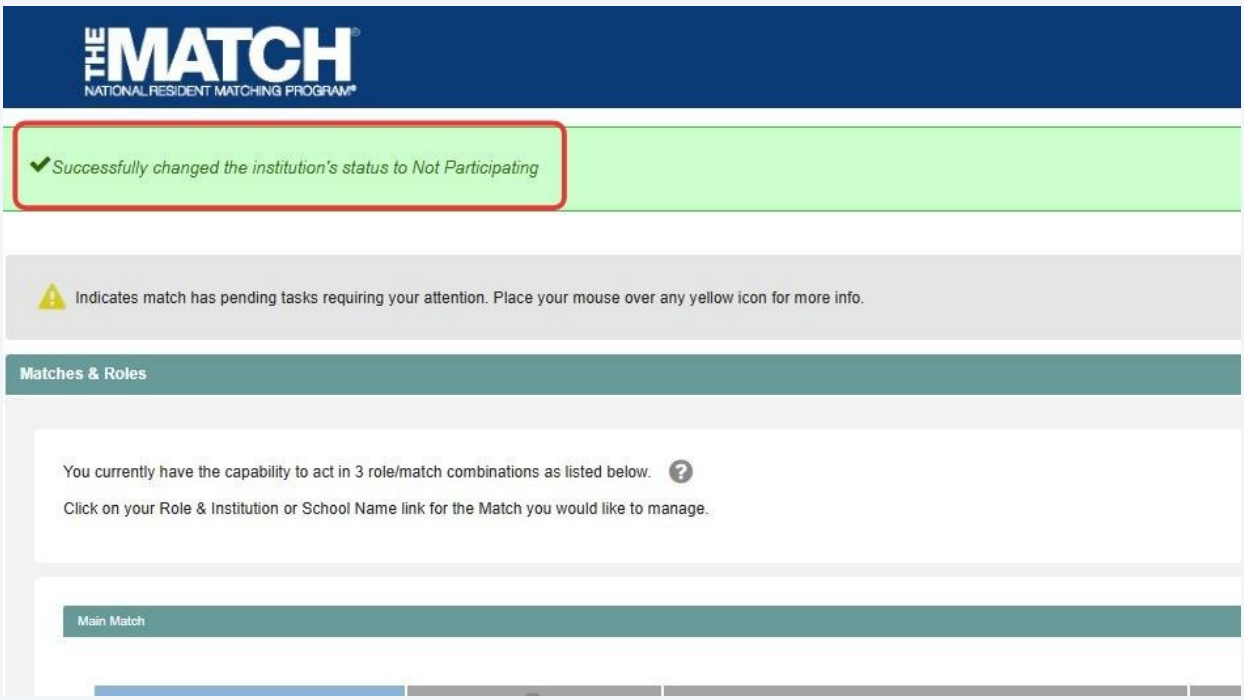


11 If **Not Participating**, a confirmation pop-up will display.

- 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.

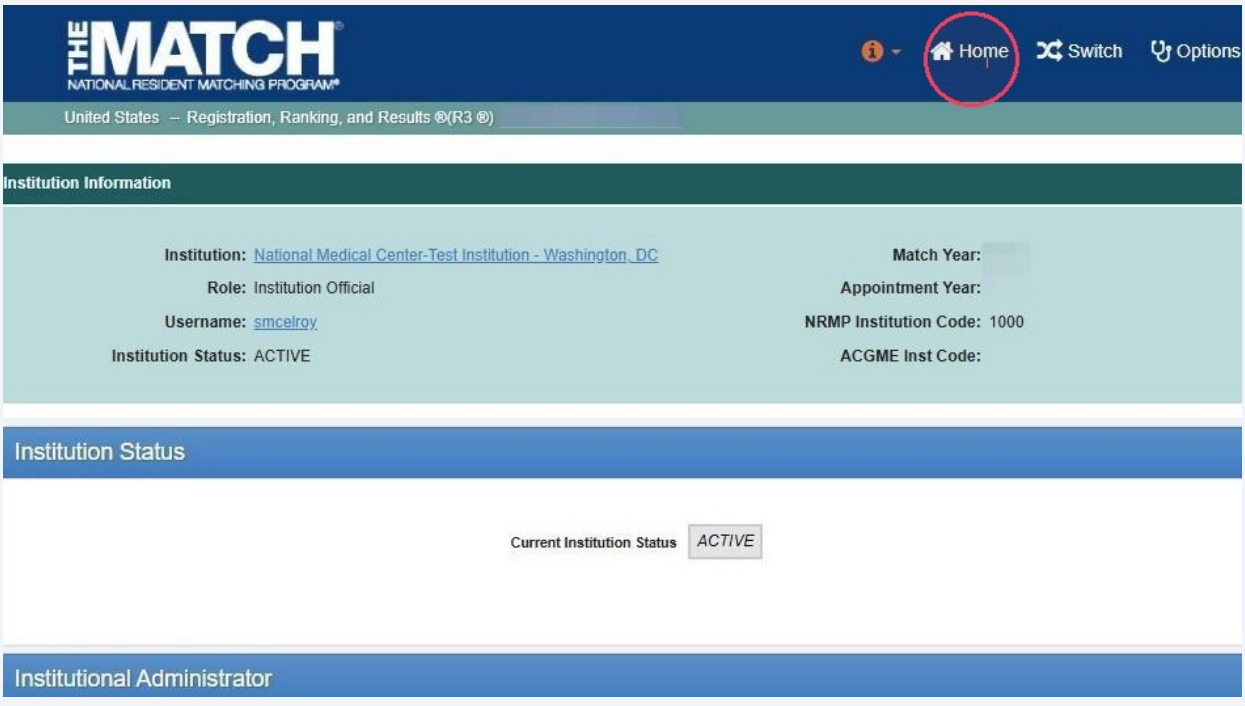


12 If you chose to not participate in the Match, a confirmation note will display.



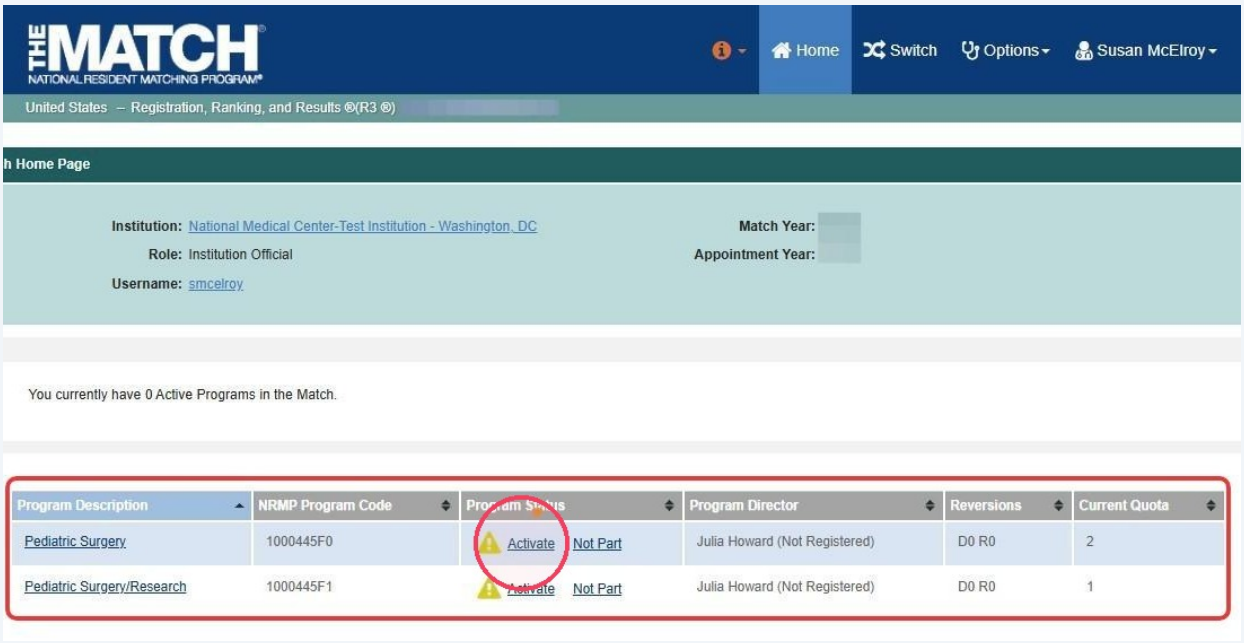
⚠ Activating the institution does not activate the individual programs for Match participation. IOs have the option to direct the PD or IA to activate program(s). If you would like to activate programs, continue to the Program Activation Steps.

13 Click **Home** to activate your program(s).

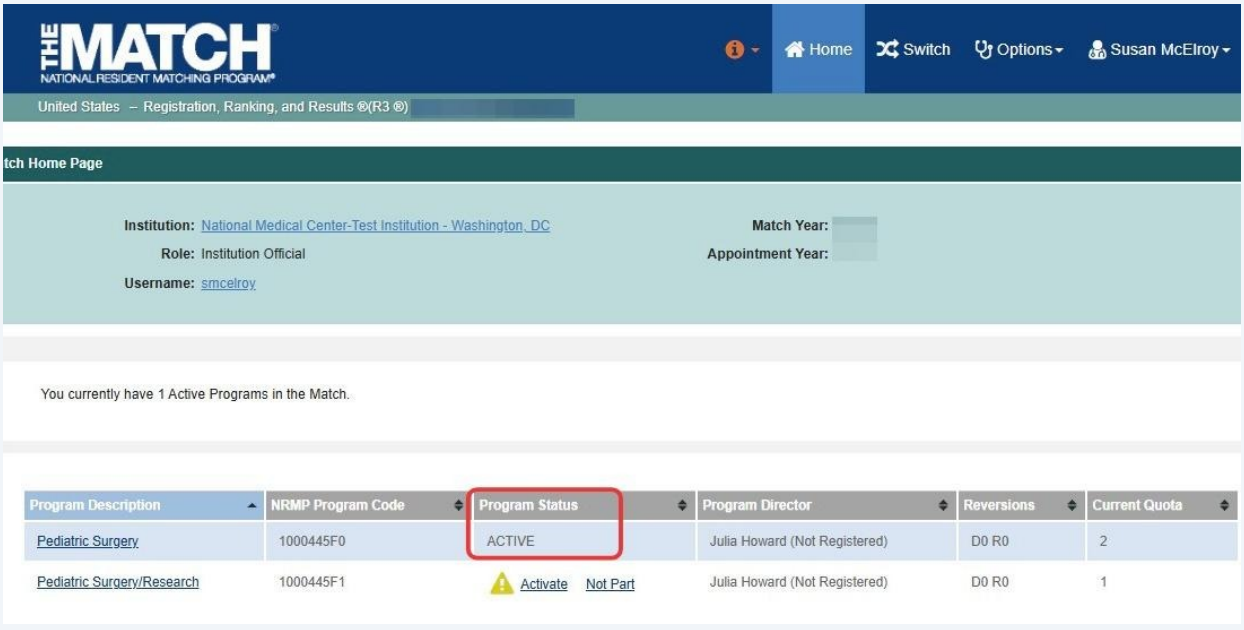


14 Review the list of **programs** displayed.

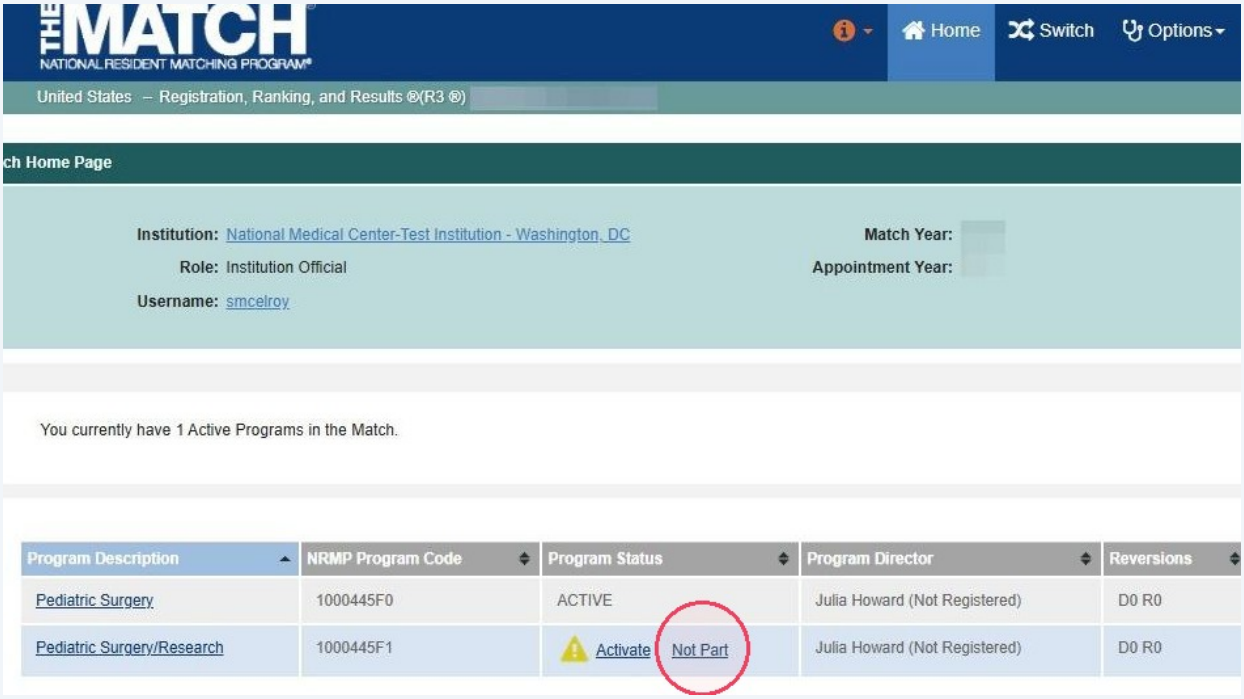
Click the **Activate** link for the program(s) you wish to activate.



15 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.

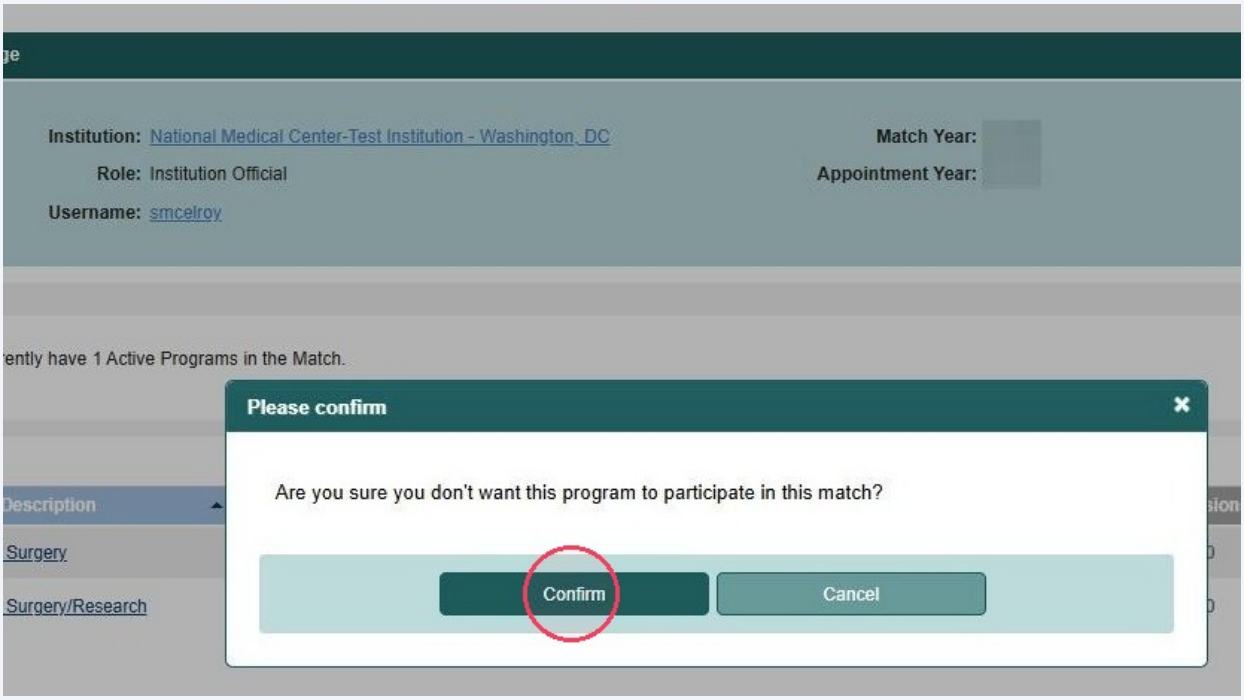


16 If the program will not participate in the Match, click the **Not Part** link.

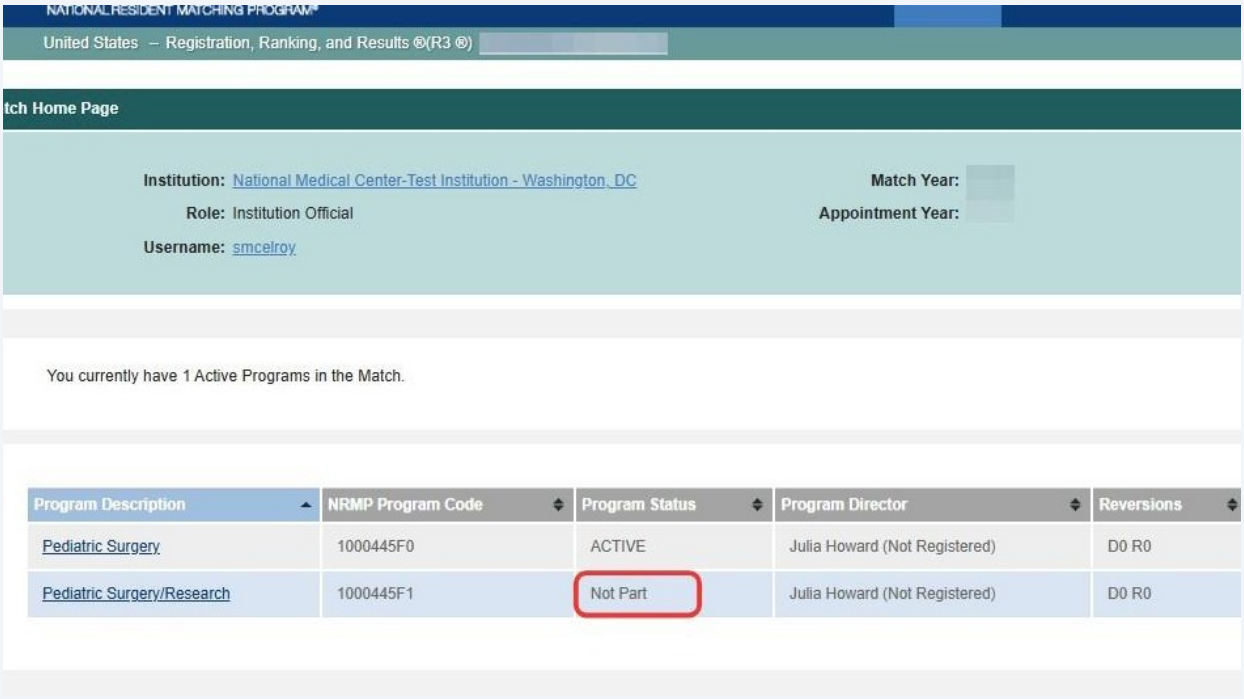


17 A confirmation pop-up will display.

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

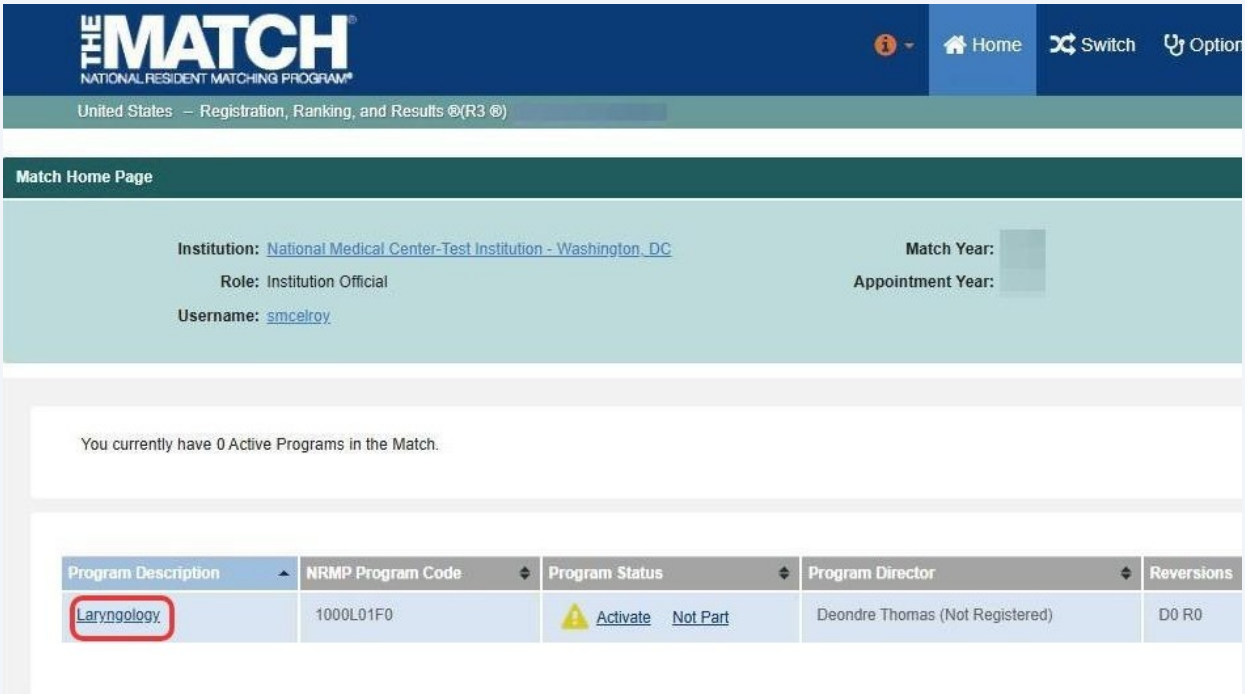


18 Once confirmed, the **Program Status** will display as **Not Part**.



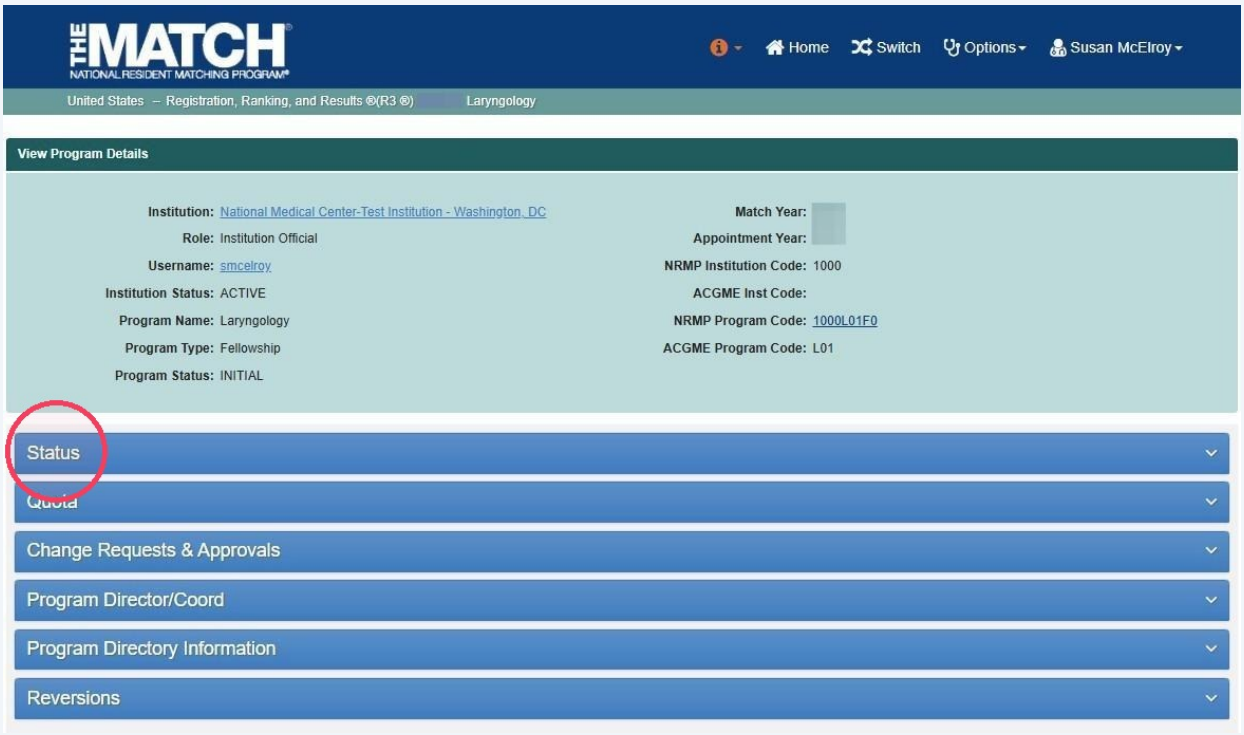
Activating Non-ACGME-Accredited Fellowship Programs:
Only the IO can activate non-ACGME accredited programs. You will be asked to attest that you have oversight of the program's participation in the Match as part of the activation process.

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



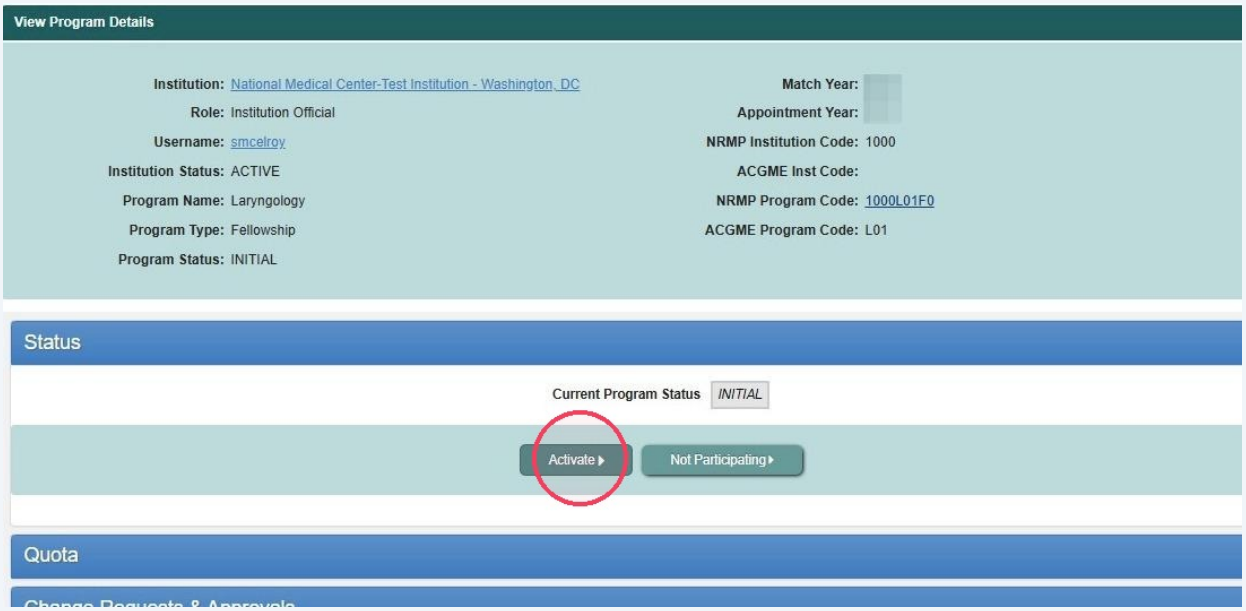
20 The **View Program Details** page displays.

Click the **Status** tab.



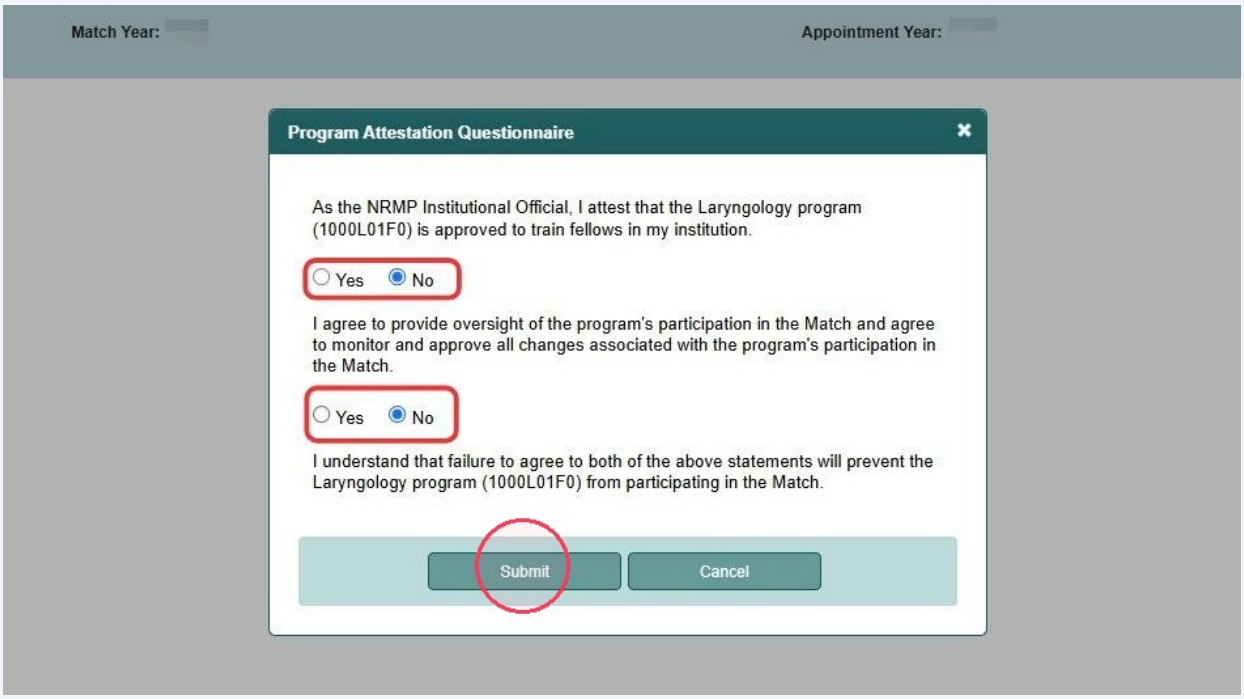
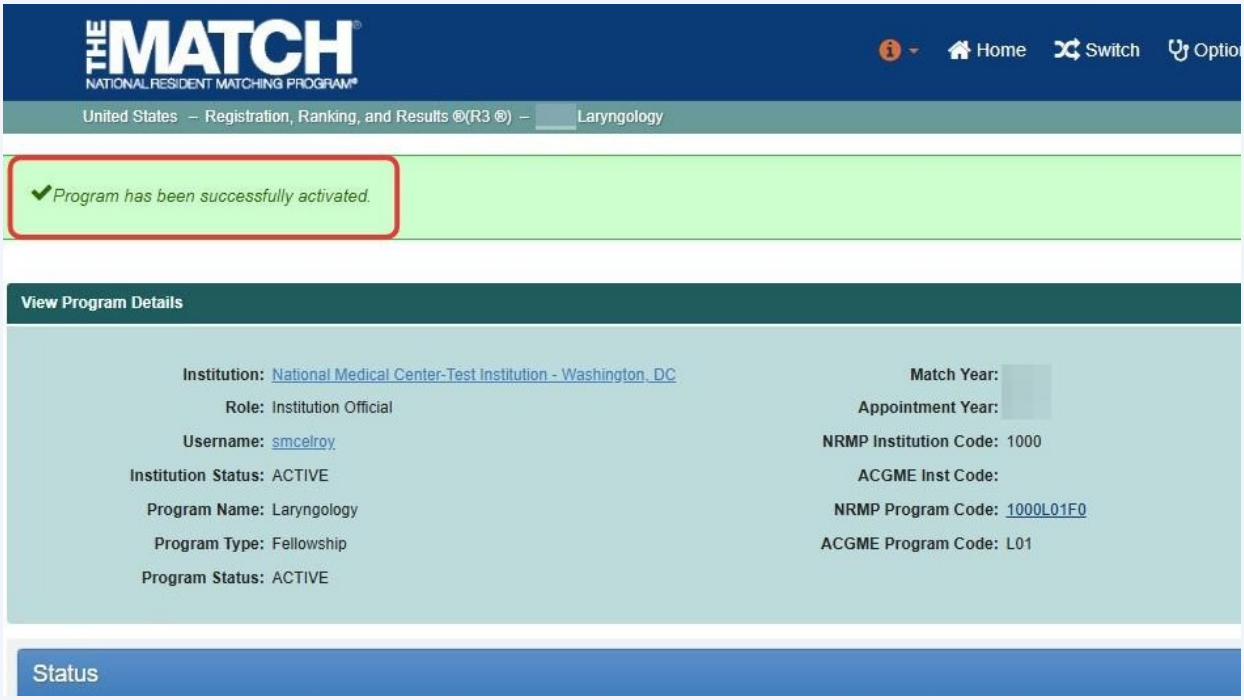
21 Indicate your **Program Status**:

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



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

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



23 A confirmation note displays.