



## Adding & Maintaining Program Coordinators

Main Residency Match and  
Specialties Matching  
Service



Users:

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

**THE MATCH**  
NATIONAL RESIDENT MATCHING PROGRAM®

United States — Registration, Ranking, and Results @R3® — 2017 Main Residency Match

**Match Home Page**

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

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="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D0 R1	3
<a href="#">Radiology-Diagnostic - Research</a>	1894420A1	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D2 R0	2
<a href="#">Radiology-Diagnostic</a>	1894420R0	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D0 R0	3
<a href="#">Radiation Oncology</a>	1894430A0	⚠ ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D0 R0	3

**2017**

Aug 02	Rank order list entry begins at 12:00 noon ET for all users
Aug 30	Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 9:00 p.m. ET.
May 31	Match Day! Match results released in R3® system at 1:00 p.m. ET.

**Note: This Adding & Maintaining Program Coordinators guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.**

**Program coordinator:** The program coordinator (PC) assists the program director in managing Match activities. Program coordinators can view, create, and edit rank order lists. However, program coordinators CANNOT certify rank order lists and are prohibited by the NRMP from assuming that responsibility.

### 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.
4. Click on your **Role & Institution Name** for the appropriate Match.

Match	Match Status	Your Role & Institution Name	City	State
Main Residency Match	REGISTRATION	<a href="#">Prog Director Secondary Test Institution</a>	Anytown	DC
Radiology	MATCHING	<a href="#">Prog Director Secondary Test Institution</a>	Anytown	DC

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.

**Match Home Page**

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

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="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filiv Filtvick (Pledged on May 26, 2017)	D0 R1	3
<a href="#">Radiology-Diagnostic - Research</a>	1894420A1	ACTIVE	Filiv Filtvick (Pledged on May 26, 2017)	D2 R0	2
<a href="#">Radiology-Diagnostic</a>	1894420R0	ACTIVE	Filiv Filtvick (Pledged on May 26, 2017)	D0 R0	3
<a href="#">Radiation Oncology</a>	1894430A0	⚠ ACTIVE	Filiv Filtvick (Pledged on May 26, 2017)	D0 R0	3

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**Match Home Page**

My Institution: [Secondary Test Institution](#) - Anytown, DC      Match Year: 2017  
 My Role: Program Director      Appointment Year: 2018  
 Username: [filivick](#)

You currently have 1 Active Program 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="#">Breast Imaging</a>	1894R02F0	ACTIVE	Filiv Filtvick (Pledged on May 26, 2017)	D0 R0	2

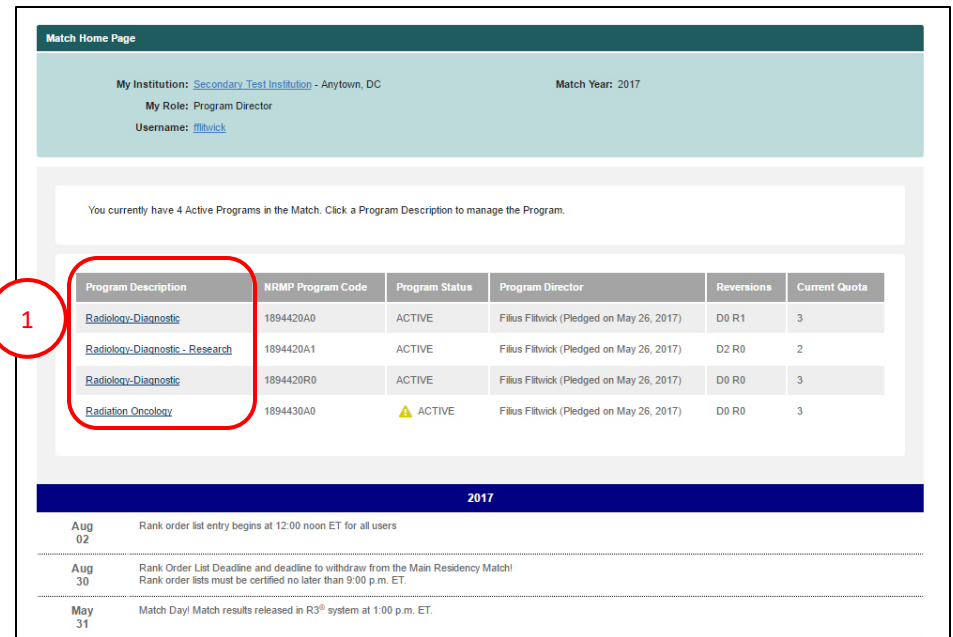
Match Event	Start Date	End Date
Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Rank	26 May 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Match Computation	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
Match Results	14 Jun 2017 12:00 PM EDT	14 Dec 2017 12:00 AM EST
Closed	14 Dec 2017 12:00 AM EST	19 Mar 2018 12:00 AM EDT

### 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/Maintaining Program Coordinators:

1. Click the **Program Description** link to add or maintain program coordinator details.



Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC  
My Role: Program Director  
Username: [filivick](#)

Match Year: 2017

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="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filiv Filtwick (Pledged on May 26, 2017)	D0 R1	3
<a href="#">Radiology-Diagnostic - Research</a>	1894420A1	ACTIVE	Filiv Filtwick (Pledged on May 26, 2017)	D2 R0	2
<a href="#">Radiology-Diagnostic</a>	1894420R0	ACTIVE	Filiv Filtwick (Pledged on May 26, 2017)	D0 R0	3
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The **View Program Details** page displays.

2. Click the **Program Director/Coord** tab.



View Program Details

My Institution: [Secondary Test Institution](#) - Anytown, DC  
My Role: Program Director  
Username: [filivick](#)

Match Year: 2017  
NRMP Institution Code: 1894  
ACGME Inst Code: 1001  
NRMP Program Code: [1894420A1](#)  
ACGME Program Code: 4201678923

Institution Status: ACTIVE  
Program Name: Radiology-Diagnostic - Research  
Program Type: Advanced  
Program Status: ACTIVE

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

## Change Program Coordinator:

1. There are multiple ways to add a program coordinator:
  - a. If there is not a program coordinator currently designated for the program, click the **Set Program Coordinator** button.
  - b. If a program coordinator must be changed, click the **Change IPC** button.
  - c. If you want to remove the current program coordinator and do not have a replacement, click **Remove IPC**.

This screenshot shows the 'Program Director/Coord' section of a web application. It lists three roles: Institutional Official (Julia Matthews), Program Director (Filius Flitwick, Pledged on May 26, 2017), and Program Coordinator (Add PC...). The 'Set Program Coordinator' button is highlighted with a red circle and labeled '1a'.

This screenshot shows the same 'Program Director/Coord' section. The 'Change IPC' button is highlighted with a red circle and labeled '1b', and the 'Remove IPC' button is highlighted with a red circle and labeled '1c'.

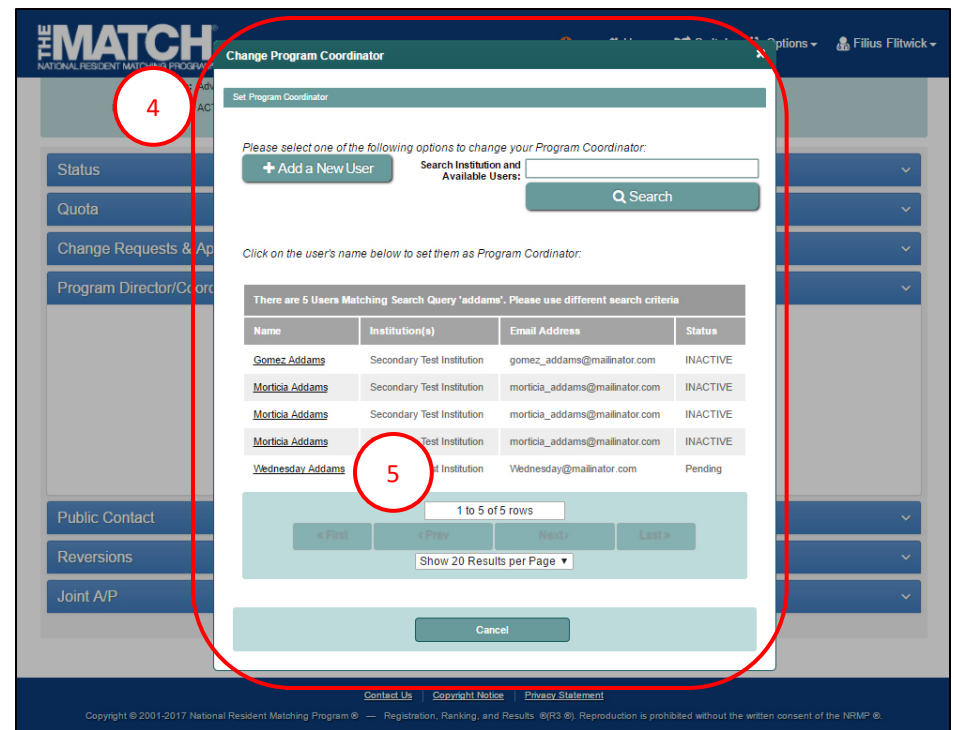
## Add a Program Coordinator using Search Function:

- 1a. Click **Set Program Coordinator**.
2. The **Change Program Coordinator** pop-up displays.
3. Enter the last name of the program coordinator in the **Search Institution and Available Users** field and click **Search**.

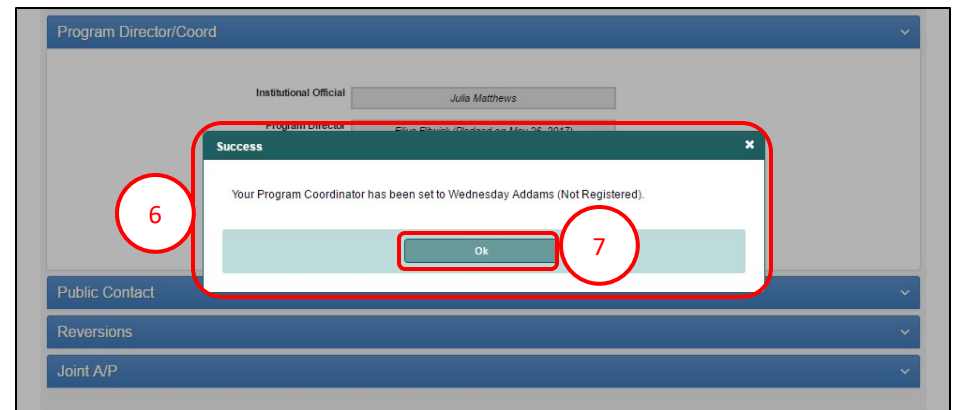
This screenshot shows the 'Change Program Coordinator' pop-up window. The window has a title bar with a close button. Inside, there is a 'Set Program Coordinator' section with a '+ Add a New User' button. Below this, there is a text input field labeled 'Search Institution and Available Users' and a 'Search' button. The 'Search' button is highlighted with a red circle and labeled '3'. The entire pop-up window is highlighted with a red circle and labeled '2'.

## Add a Program Coordinator using Search Function, Continued:

4. Search results display.
5. If the name of the individual you want to add as your program coordinator is listed, click the name.



6. The **Success** pop-up displays indicating you have successfully set your program coordinator.
7. Click **OK**.
  - **Program coordinators new to your institution in R3®:** Will receive a token email allowing them to access the program in R3®.
  - **Program coordinators currently affiliated with your institution in R3®:** Can login using their username and password to access the program.



## Change Program Coordinator using Add New User:

1. Click the **Change IPC** button.

Program Director/Coord

Institutional Official: Julia Matthews

\* Program Director: Filius Flitwick (Pledged on May 26, 2017)

Program Coordinator: Jillian Boyd (Pledged on Jun 08, 2017)

Change IPC

Remove IPC

2. The **Change Program Coordinator** pop-up displays.

3. Click the **Add a New User** button.

THE MATCH  
NATIONAL RESIDENT MATCHING PROGRAM®

Program Type: Advanced  
Program Status: ACTIVE

Status

Quota

Change Requests & Approvals

Program Director/Coord

Set Program Coordinator

Please select one of the following options to change your Program Coordinator:

+ Add a New User

Search Institution and Available Users: Search

Cancel

## Change Program Coordinator using Add New User, Continued:

4. The **Change Program Coordinator** pop-up displays. Enter the program coordinator's details.

5. Click **Mail User Token**.

The screenshot shows the 'View Program Details' page with a 'Change Program Coordinator' pop-up dialog. The dialog has a title bar 'Change Program Coordinator' and a close button. Inside, it says 'Set Program Coordinator to New User'. There are four input fields: 'First Name', 'Last Name', 'Email Address', and 'Date of Birth', each with a red asterisk indicating they are required. Below these fields is a 'Mail User Token' button, which is circled in red and labeled with a red '5'. To the left of this button is a red circle with the number '4'. At the bottom of the dialog is a 'Cancel' button. The background page shows program details for 'Secondary Test Institution - Anytown, DC'.

6. The **Success** pop-up displays indicating you have successfully set your program coordinator.

7. Click **OK**.

- The new program coordinator will receive a token email to redeem and create an account in R3® to access the program.

The screenshot shows the 'View Program Details' page with a 'Success' pop-up dialog. The dialog has a title bar 'Success' and a close button. Inside, it says 'Your Program Coordinator has been set to Jillian Boyd (Not Registered)'. Below this message is an 'Ok' button, which is circled in red and labeled with a red '7'. To the left of this button is a red circle with the number '6'. The background page shows the program details and a list of roles: 'Institutional Official' (Julia Matthews), 'Program Director' (Filius Flitwick (Pledged on May 26, 2017)), and 'Program Coordinator' (Jillian Boyd (Not Registered)).



## Remove Existing Program Coordinator:

1. Click **Remove IPC**.
2. The **Success** note displays indicating you have successfully removed the current program coordinator.

The screenshot shows the 'Program Director/Coord' section of the The Match interface. It lists the Institutional Official (Julia Matthews), Program Director (Filius Flitwick, Pledged on May 26, 2017), and Program Coordinator (Jillian Boyd, Pledged on Jun 08, 2017). Below the list are two buttons: 'Change IPC' and 'Remove IPC'. The 'Remove IPC' button is highlighted with a red box, and a red circle with the number 1 is placed next to it.

The screenshot shows a success message at the top of the page: '✓ Successfully removed institution program coordinator.' This message is highlighted with a red box, and a red circle with the number 2 is placed next to it. Below the message is the 'View Program Details' section, which displays various program information including My Institution, My Role, Username, Institution Status, Program Name, Program Type, Program Status, Match Year, NRMP Institution Code, ACGME Inst Code, NRMP Program Code, and ACGME Program Code.