



Adding & Maintaining Program Directors

Main Residency Match and
Specialties Matching
Service



Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)

The screenshot shows the 'Match Home Page' for a user named Julia Matthews. The page displays the user's institution as 'Secondary Test Institution - Anytown, DC', their role as 'Institution Official', and their username as 'jmathews'. The match year is 2017, and the appointment year is 2018. Below this, it 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	Revisions	Current Quota
Pediatric Surgery	1894445F0	ACTIVE	Charlotte Lee (Pledged on May 10, 2017)	00 R0	2
Pediatric Surgery/Research	1894445F1	Activate Not Part	Charlotte Lee (Pledged on May 10, 2017)	00 R0	1

Below the program table, a 'Match Event' table shows the timeline of the match process:

Match Event	Start Date	End Date
Register	01 Feb 2017 12:00 PM EST	31 May 2017 09:00 PM EDT
Rank	22 Mar 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	17 Nov 2017 12:00 AM EST
Closed	17 Nov 2017 12:00 AM EST	29 Jan 2018 12:00 AM EST

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

Institutional administrator: The institutional administrator serves as the institutional official's assistant and is authorized to complete all tasks of an institutional official with the exception of activating institutions, activating programs, and approving changes.

Program director: Every program must always have one program director.

Login:

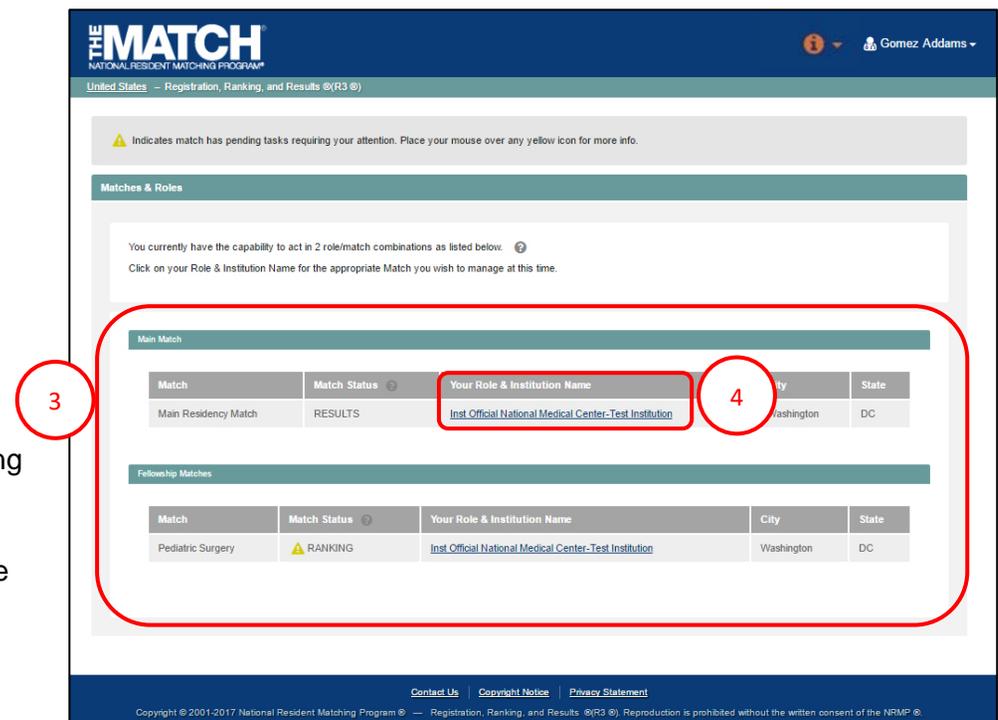
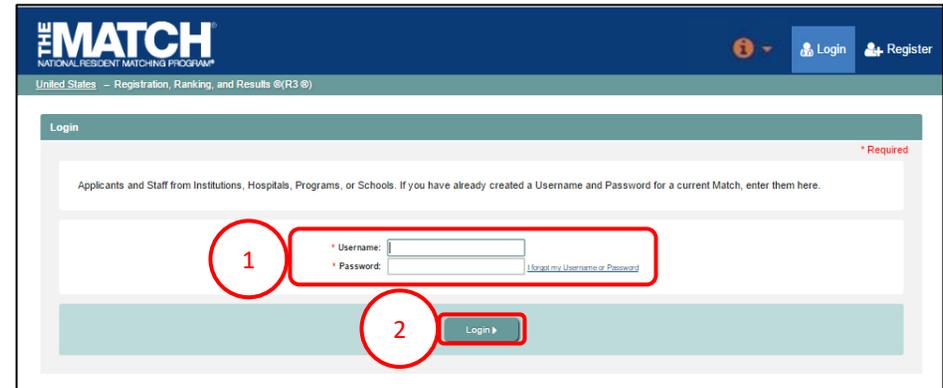
1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.
2. Click **Login**.

Matches and Roles Page:

3. If your institution participates in more than one Match, the role and Match combinations for your account are displayed.

 The yellow icon indicates Matches that have pending tasks requiring your attention.

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:

- Your institution, role, username, and Match year display.
- The programs for which you are registered will display, along with each program's NRMP program code, status, director, reversions, and quota number.
- Main Residency Match Event dates display.

This screenshot shows the Main Residency Match Home Page. Callout 5 points to the header area containing: My Institution: [Secondary Test Institution](#) - Anytown, DC; My Role: Institution Official; Username: [jmathews](#); Match Year: 2017; Appointment Year: 2018. Callout 6 points to a table of active programs with one row visible: Breast Implants (NRMP Program Code: 1894R02F0, Status: ACTIVE, Director: Filus Filtrick, Reversions: 0, Quota: 2). Callout 7 points to a table of match events with one row visible: Register (Start Date: 22 Mar 2017 12:00 PM EDT, End Date: 31 May 2017 09:00 PM EDT).

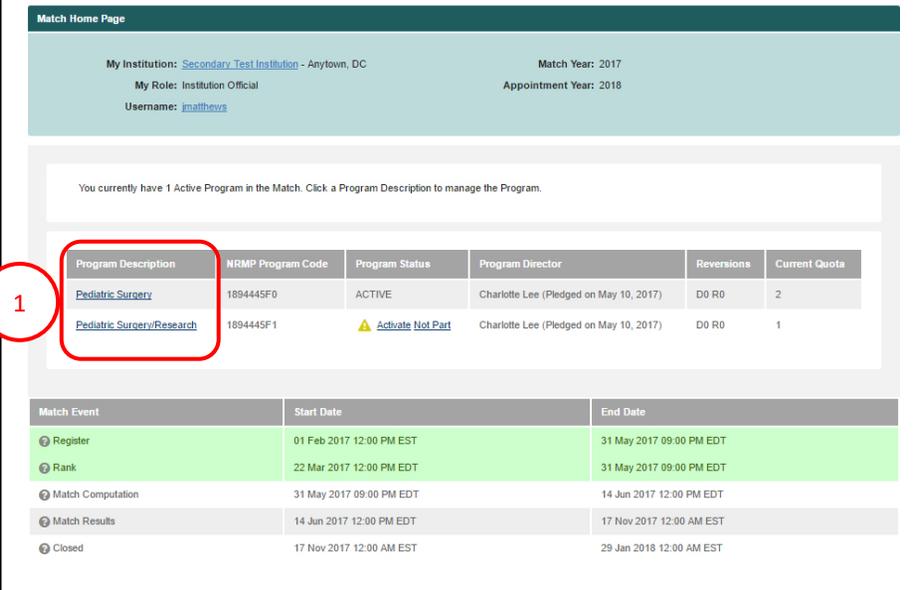
This screenshot shows the Fellowship Match Home Page. Callout 5 points to the header area containing: My Institution: [Secondary Test Institution](#) - Anytown, DC; My Role: Institution Official; Username: [jmathews](#); Match Year: 2017. Callout 6 points to a table of active programs with multiple rows, including Dermatology, Family Medicine, Internal Medicine - TEST, Pediatrics, Plastic Surgery, Radiology-Diagnostic, Radiation Oncology, and Vascular Surgery. Callout 7 points to a table of match events for the year 2017, including: 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!), and May 31 (Match Day! Match results released in R3® system at 1:00 p.m. ET).

Fellowship Match Home Page:

- Your institution, role, username, Match year and appointment year details display.
- The programs for which you are registered will display, along with each program's NRMP code, status, director, reversions, and quota number.
- Fellowship Match event dates display.

Adding/Maintaining Program Directors:

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



Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC
My Role: Institution Official
Username: [jmathews](#)

Match Year: 2017
Appointment Year: 2018

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
Pediatric Surgery	1894445F0	ACTIVE	Charlotte Lee (Pledged on May 10, 2017)	00 R0	2
Pediatric Surgery/Research	1894445F1	⚠ Activate Not Part	Charlotte Lee (Pledged on May 10, 2017)	00 R0	1

Match Event	Start Date	End Date
Register	01 Feb 2017 12:00 PM EST	31 May 2017 09:00 PM EDT
Rank	22 Mar 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	17 Nov 2017 12:00 AM EST
Closed	17 Nov 2017 12:00 AM EST	29 Jan 2018 12:00 AM EST

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: Institution Official
Username: [jmathews](#)

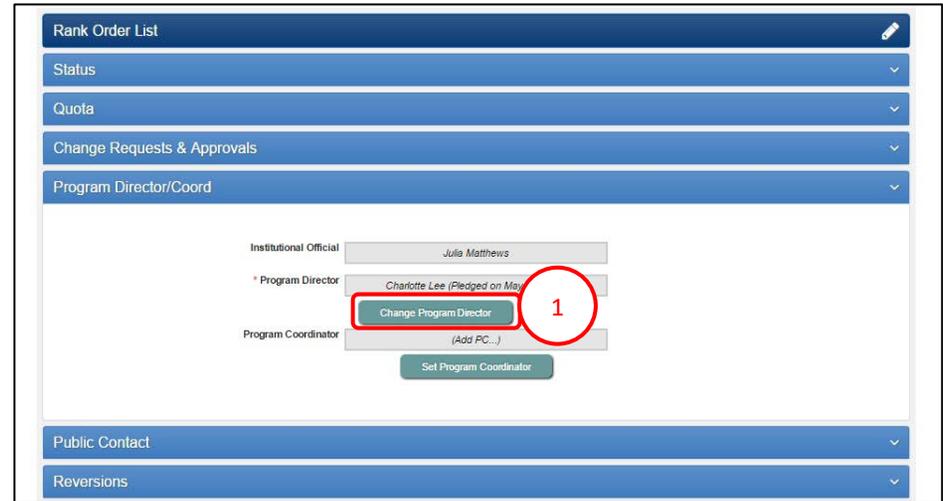
Match Year: 2017
Appointment Year: 2018
NRMP Institution Code: 1894
ACGME Inst Code: 1001
NRMP Program Code: [1894445F0](#)
ACGME Program Code: 4456543210

Institution Status: ACTIVE
Program Name: Pediatric Surgery
Program Type: Fellowship
Program Status: ACTIVE

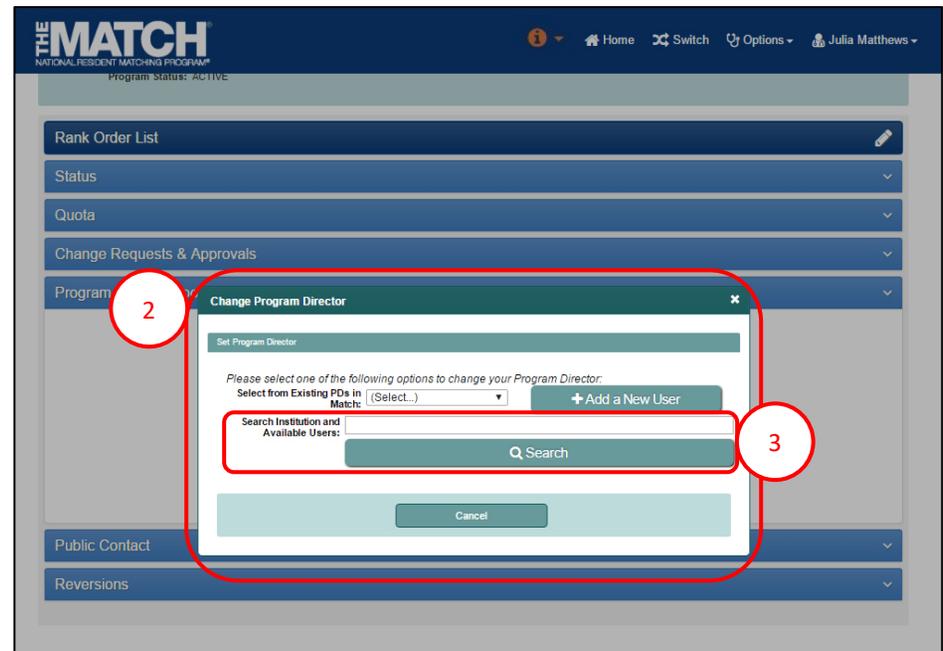
- Rank Order List
- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord**
- Public Contact
- Reversions

Change Program Director using Search Function:

1. Click the **Change Program Director** button.

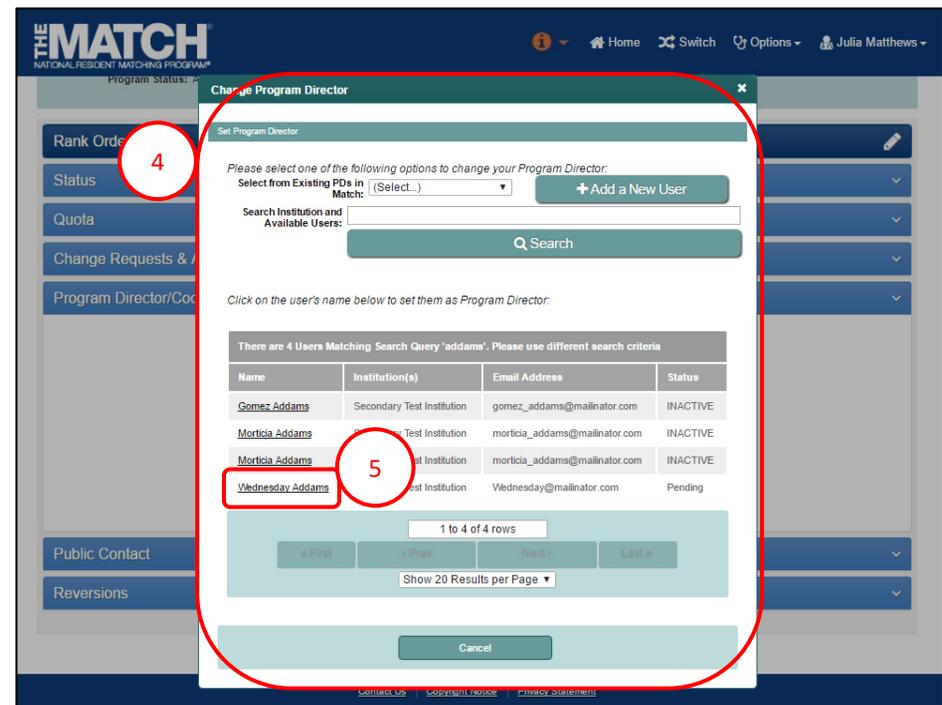


2. The **Change Program Director** pop-up displays.
3. Enter the program director's last name you would like to add in the **Search Institution and Available Users** field and click **Search**.

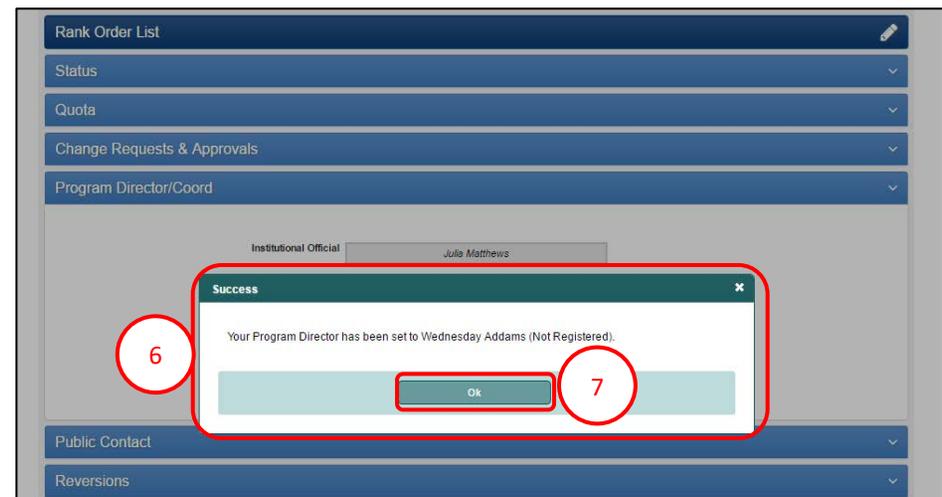


Change Program Director using Search Function, Continued:

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

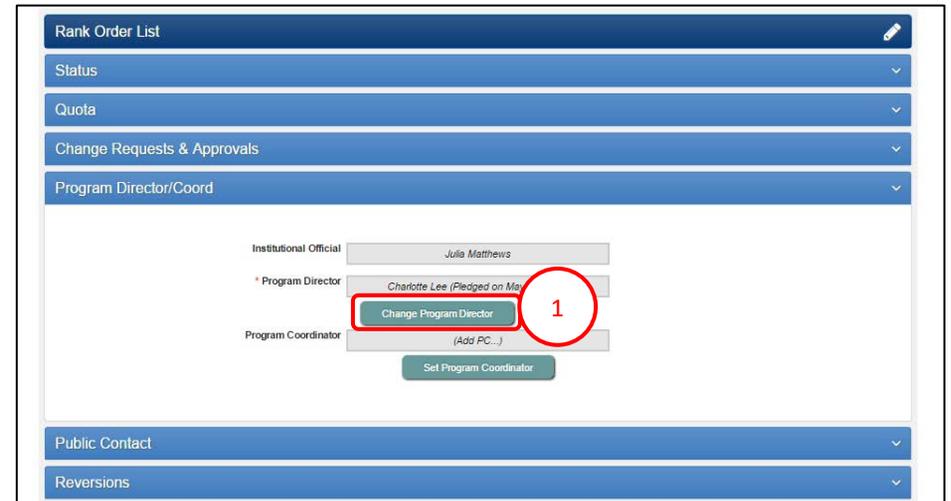


6. The **Success** pop-up displays indicating you have successfully set your program director.
7. Click **OK**.
 - **Program Directors new to your institution in R3@:** Will receive a token email allowing them to access the program.
 - **Program Directors currently affiliated with your institution in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



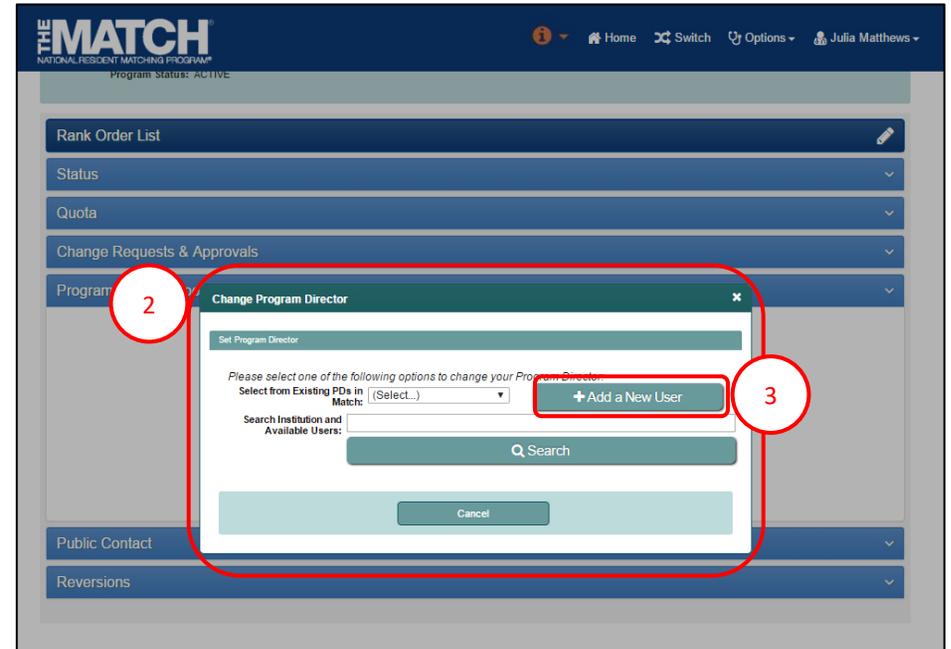
Change Program Director using Add New User:

1. Click the **Change Program Director** button.



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

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



Change Program Director using Add New User, Continued:

4. The **Change Program Director** pop-up displays. Enter the program director details.

5. Click **Mail User Token**.

The screenshot shows the 'Change Program Director' pop-up window. The window title is 'Change Program Director' and the subtitle is 'Set Program Director to New User'. It contains four input fields: 'First Name', 'Last Name', 'Email Address', and 'Date of Birth'. A 'Mail User Token' button is highlighted with a red circle and the number 5. A 'Cancel' button is also visible. The background shows the 'Program Status' page with a 'Rank Order List' and 'Status' section highlighted with a red circle and the number 4.

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

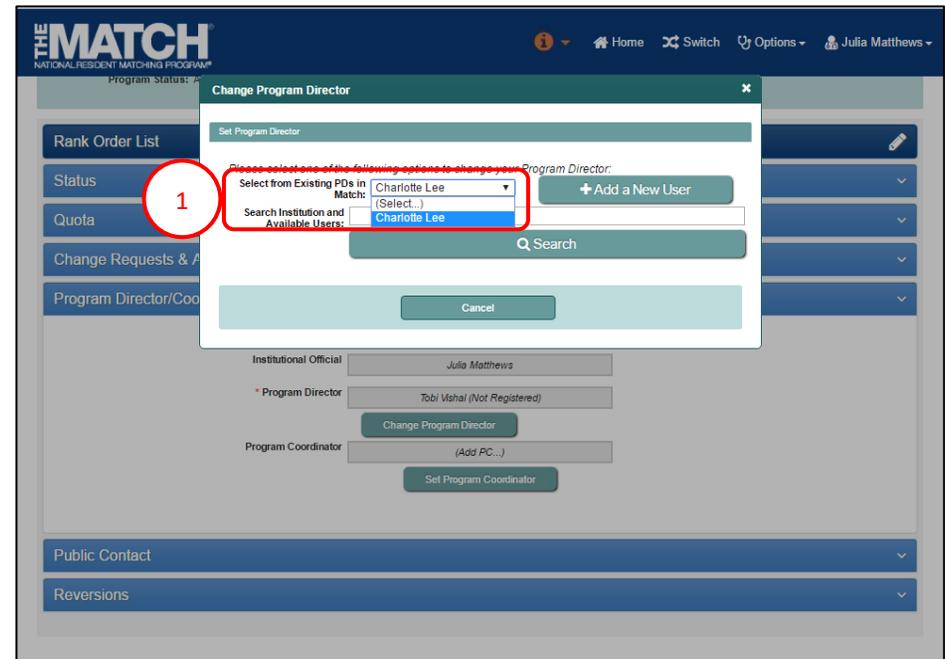
7. Click **OK**.

- The new program director will receive a token email to redeem and create an account to access the program.

The screenshot shows the 'Success' pop-up window. The message reads: 'Your Program Director has been set to Charlotte Lee (Pledged on May 10, 2017)'. An 'Ok' button is highlighted with a red circle and the number 7. The background shows the 'Program Status' page with the 'Program Director/Coordinator' section highlighted with a red circle and the number 6.

Change Program Director using Select from Drop-Down:

1. In the **Change Program Director** pop-up, click the drop-down box to select from your existing program directors in the current Match.



2. The **Success** pop-up displays indicating you have successfully set your program director.
3. Click **OK**. The selected program director can login to R3® using their username and password to access the program.

