



## Adding a Program

Main Residency Match and  
Specialties Matching Service

Users:



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

The screenshot shows the THE MATCH website interface. The top navigation bar includes links for Home, Switch, Options, and a user profile for Julia Matthews. A dropdown menu is open under the user profile, showing options: View Agreement, Applicant Match History, Program Directory, Current Match Applicants, Reports, and Add New Program. The main content area displays the 'Match Home Page' with user information: My Institution: Secondary Test Institution - Anytown, DC; My Role: Institution Official; Username: jmatthews. Below this, a message states: 'You currently have 6 Active Programs in the Match. Click a Program Description to manage the Program.' A table lists the active programs:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SOAP
<a href="#">Dermatology</a>	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
<a href="#">Family Medicine</a>	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	Pending
<a href="#">Internal Medicine - TEST</a>	1894140C0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	No
<a href="#">Pediatrics</a>	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
<a href="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filius Filtrick (Pledged on May 26, 2017)	D0 R0	4	Pending

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

### 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 (institutional officials and institutional administrators with programs in more than one Match):

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 Match you wish to manage.

Match	Match Status	Your Role & Institution Name	City	State
Main Residency Match	RANKING	<a href="#">Inst Official Secondary Test Institution</a>	Anytown	DC

Match	Match Status	Your Role & Institution Name	City	State
Pediatric Surgery	REGISTRATION	<a href="#">Inst Official Secondary Test Institution</a>	Anytown	DC
Neurology	PENDING	<a href="#">Inst Official 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.

My Institution: [Secondary Test Institution](#) - Anytown, DC

Match Year:

My Role: Institution Official

Appointment Year:

Username: [jmathews](#)

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>	1894R02P0	⚠️ ACTIVE	Filius Filtrick (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	28 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

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC

Match Year:

My Role: Institution Official

Username: [jmathews](#)

You currently have 6 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	SOAP
<a href="#">Dermatology</a>	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
<a href="#">Family Medicine</a>	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	Pending
<a href="#">Internal Medicine - TEST</a>	1894140C0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	No
<a href="#">Pediatrics</a>	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
<a href="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filius Filtrick (Pledged on May 26, 2017)	D0 R0	4	Pending
<a href="#">Radiology-Diagnostic</a>	1894420R0	⚠️ <a href="#">Activate Not Part</a>		D0 R0	1	Pending
<a href="#">Radiation Oncology</a>	1894430A0	⚠️ <a href="#">Activate Not Part</a>	Filius Filtrick (Pledged on May 26, 2017)	D0 R0	2	Pending
<a href="#">Vascular Surgery</a>	1894451P0	ACTIVE	Archie Patterson (Not Registered)	D0 R0	1	Pending
<a href="#">Internal Medicine/Family Medicine</a>	1894740P0	WITHDRAWN	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	

May 23	Rank order list entry begins at 12:00 noon ET for all users
Jun 16	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 <sup>®</sup> system at 1:00 p.m. ET.

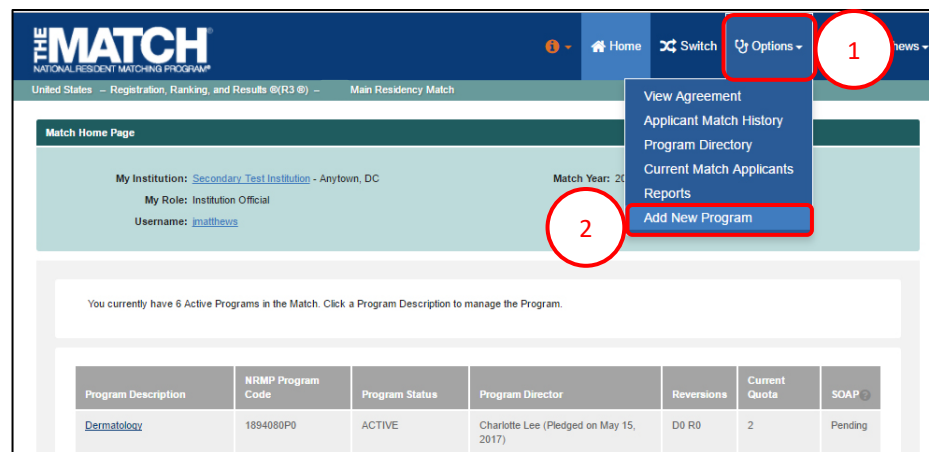
### Fellowship Match Home Page:

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 a Previously Existing Program:

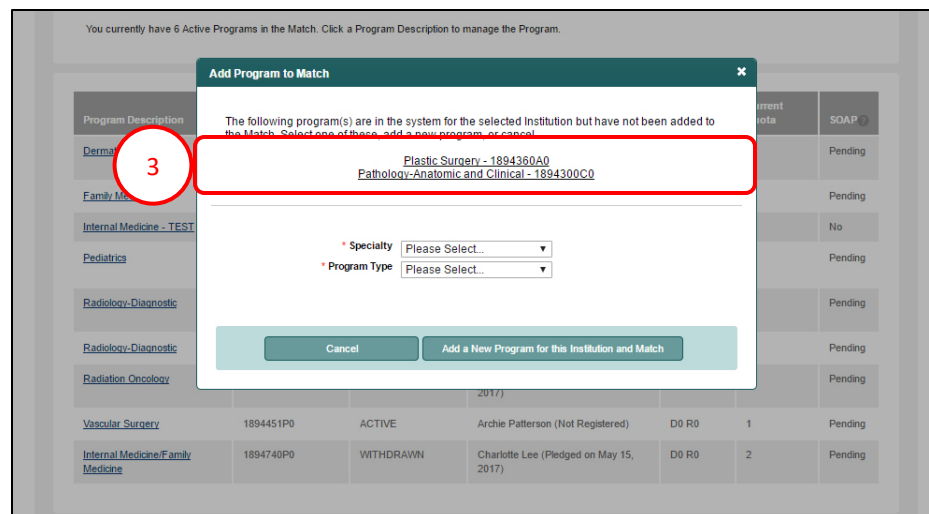
Active programs display on the **Match Home Page**.

1. Click the **Options** menu.
2. Click **Add New Program**.



The **Add Program to Match** pop-up window displays.

3. Programs that are not active for your institution but were active in previous Matches are listed.
  - a. To add one of the listed programs to the current Match, click the link for the program.
4. The **My Programs** screen displays and the green note confirms that you have successfully added the program to the current Match. Review and update the Program Directory Information. The program must also be activated and the program director updated to participate in the Match. See the **Activating Institutions & Programs** guide.



## Adding a New or Not Previously Participating Program:

To add a program not listed on your **Match Home Page** or not registered in previous Matches, follow the next set of instructions.

5. Select the **Specialty** and **Program Type** for the program you wish to add to this Match from the drop-down menus.
  - a. To learn more about each program type, go to [www.nrmp.org](http://www.nrmp.org).
6. Click the **Add a New Program for this Institution and Match** button.

The screenshot shows the 'THE MATCH' National Resident Matching Program interface. A modal window titled 'Add Program to Match' is open. It displays a list of programs: 'Plastic Surgery - 1894360A0' and 'Pathology-Anatomic and Clinical - 1894300C0'. Below the list are two dropdown menus: '\* Specialty' and '\* Program Type', both with 'Please Select...' as the current selection. A red circle labeled '5' highlights these dropdowns. At the bottom of the modal, there are two buttons: 'Cancel' and 'Add a New Program for this Institution and Match'. A red circle labeled '6' highlights the 'Add a New Program for this Institution and Match' button. The background shows a table of active programs with columns for Program Description, ID, Status, Name, DOB, and SOAP status.

Program Description	ID	Status	Name	DOB	SOAP
Dermatology					Pending
Family Medicine					Pending
Internal Medicine - TEST					No
Pediatrics					Pending
Radiology-Diagnostic					Pending
Radiology-Diagnostic					Pending
Radiation Oncology					Pending
Vascular Surgery	1894451P0	ACTIVE	Archie Patterson (Not Registered)	D0 R0	1
Internal Medicine/Family Medicine	1894740P0	WITHDRAWN	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2

## Step 1: Program Information

1. Enter the program information, including **ACGME Code** (if required) and **Quota** number. The quota is the number of positions you want to fill in the Match.

Fields with a \* are required.

2. Click **Next**.

The screenshot shows the 'PROGRAM INFORMATION' step of a four-step process. The steps are: 1. PROGRAM INFORMATION, 2. PROGRAM DIRECTOR, 3. PROGRAM DIRECTORY INFO, and 4. ACTIVATE PROGRAM. A red box highlights the 'PROGRAM INFORMATION' step. Below the steps, a message states: 'To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.' The form contains several fields: 'Program Description' (with 'Radiology-Diagnostic' entered), 'Additional Program Description', 'ACGME Code', 'Osteopathic Recognition' (with a checkbox and a question mark icon), and 'Quota'. A red asterisk and the word 'Required' are in the top right corner. At the bottom, there are 'Next' and 'Cancel' buttons. A red circle with the number '1' is around the 'Next' button, and a red circle with the number '2' is around the 'Next' button.

## Step 2: Program Director

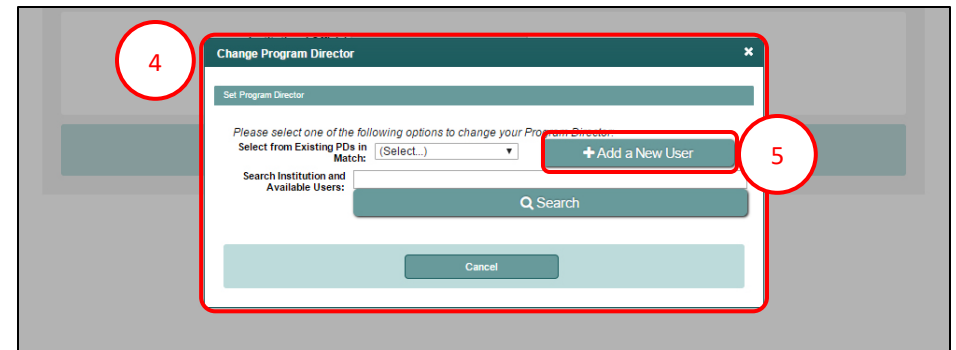
3. The program director screen displays. Click **Set Program Director**

The screenshot shows the 'PROGRAM DIRECTOR' step of a four-step process. The steps are: 1. PROGRAM INFORMATION, 2. PROGRAM DIRECTOR, 3. PROGRAM DIRECTORY INFO, and 4. ACTIVATE PROGRAM. A red box highlights the 'PROGRAM DIRECTOR' step. Below the steps, a message states: 'To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.' The form contains two fields: 'Institutional Official' (with 'Julia Matthews' entered) and 'Program Director' (with '(Add PD...)' entered). A red asterisk and the word 'Required' are in the top right corner. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons. A red circle with the number '3' is around the 'Set Program Director' button.

## Program Director, Continued: Add a New PD

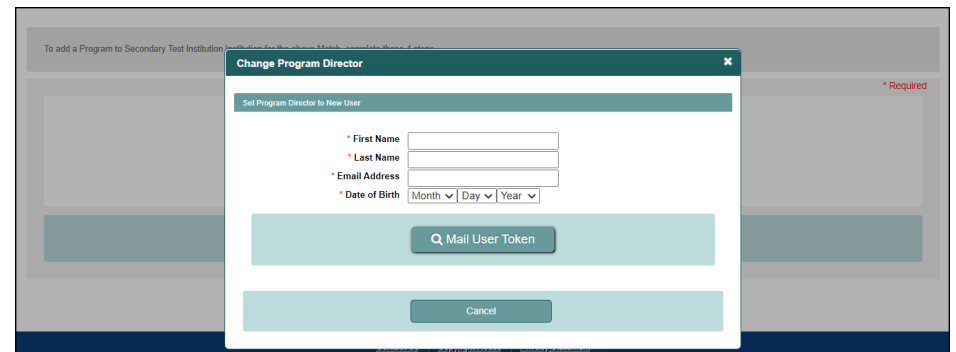
4. The **Change Program Director** pop-up displays.

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



6. The **Change Program Director** pop-up displays. Enter the program director's details.

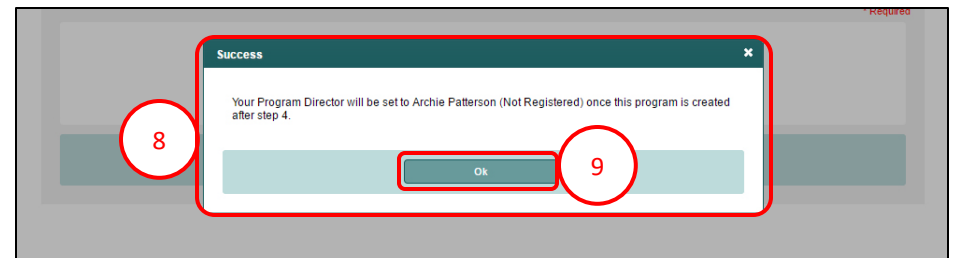
7. Click **Mail User Token**.



8. The **Success** pop-up displays indicating the program director you entered will be set once the program has been added to the Match.

9. Click **OK**.

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



## Program Director, Continued: Select program director from existing users

1. Click the **Change Program Director** button.
2. In the **Change Program Director** pop-up, click the drop-down box and select from your existing program directors.
3. The **Success** pop-up displays indicating the program director you selected will be set once the program has been added to the Match.
4. Click **OK**.
  - The program director can log in to the R3 system using their username and password to access the program.
5. The program director is listed. Click **Next**.

United States — Registration, Ranking, and Results (R3) — 2024 Main Residency Match

PROGRAM INFORMATION   **PROGRAM DIRECTOR**   PROGRAM DIRECTORY INFO   ACTIVATE PROGRAM

To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.

Institutional Official: Julia Matthews

\* Program Director: Archie Patterson (Not Registered) **Change Program Director** 1

◀ Back   Next ▶   Cancel

Change Program Director

Set Program Director

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

Select from Existing PDe in Match: (Select...) + Add a New User

Search Institution and Available Users: (Select...) Filius Flitwick Charlotte Lee Neeraja Kambham Search

Cancel

Success

Your Program Director will be set to Filius Flitwick once the program is created after step 4.

OK 4

United States — Registration, Ranking, and Results (R3) — 2024 Main Residency Match

PROGRAM INFORMATION   **PROGRAM DIRECTOR**   PROGRAM DIRECTORY INFO   ACTIVATE PROGRAM

To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.

Institutional Official: Julia Matthews

\* Program Director: Filius Flitwick **Change Program Director**

◀ Back   **Next ▶** 4



### Step 3: Program Directory Info

1. Enter the **Program Address**, **Program Contact Information**, and **Program Application Services** details in the appropriate fields.
2. Click **Next**.

The screenshot shows a web interface for adding a program to a Secondary Test Institution. The top navigation bar has four steps: PROGRAM INFORMATION, PROGRAM DIRECTOR, PROGRAM DIRECTORY INFO (current step), and ACTIVATE PROGRAM. Below the navigation bar, a message states: "To add a Program to Secondary Test Institution for the above Match, complete these 4 steps." The form is divided into three sections:

- Program Address:** Includes fields for Country (dropdown), Mail Stop, Street Address Line 1, Street Address Line 2, Street Address Line 3, City / Town, State, and Zip / Postal Code. There is also a checkbox for "Use Institution Address".
- Program Contact Information:** Includes fields for Public Phone Number, Public Fax Number, Public Email Address, and Program URL.
- Program Application Services:** Includes a note: "NRMP is collecting data on the service(s) your program partners with to receive applications. This information will be displayed in the Program Directory." and a section titled "Please check all application services this program uses:" with checkboxes for "Electronic Residency Application Service® (ERAS®)", "Residency Central Application (ACAPS or Plastic Surgery)", and "Other".

At the bottom of the form, there are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a red circle labeled "2".

## Step 4: Activate Program

1. Choose the **Program Status** from the drop-down menu.
  - a. **Initial:** If you wish to activate the program later or are in the role of an institutional administrator, choose **Initial**.
  - b. **Activate:** If you wish to activate the Program now and are an institutional official, choose **Activate**.
2. Click **Finished**.
3. The **My Programs** screen displays and the green note confirms you have successfully created the new program.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Family Medicine</a>	1894120C0	ACTIVE	Neeraja Kambham (Not Registered)	00 R0	12
<a href="#">Internal Medicine</a>	1894140C0	ACTIVE	Charlotte Lee (Not Registered)	00 R0	1
<a href="#">Internal Medicine - TEST</a>	1894140P2	Not Part		00 R0	1
<a href="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filipp Filbick (Pledged on Sep 06, 2023)	00 R0	4