



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)

The screenshot shows the 'Program Rank Order List' interface. At the top is a dark blue header with the 'THE MATCH' logo and navigation links: Home, Switch, Options, and Filius Flitwick. Below the header is a teal bar with the title 'Program Rank Order List'. The main content area has a light gray background and contains a list of instructions: 'You may add Applicants to the list by entering their NRMP ID or AAMC ID below, searching for them on the "Find & Add Applicants" tab, or entering multiple IDs in the "Import Applicant List" tab.', 'Click, drag and drop the icons in the "Drag & Drop" column to move an Applicant's rank.', and 'Select the red X on any Applicant record below to delete them from the list.' Below the instructions are two rows of buttons. The first row has 'Find & Add Applicant' (blue), 'Certify List' (orange), and 'Import' (blue). The second row has 'Cancel Changes', 'Save', 'Search my List', 'Print', and 'Delete All' (all teal). Below these buttons is a table with columns: 'Drag & Drop', 'Rank', 'Applicant Name', 'Medical School', 'Status', 'NRMP ID', 'AAMC ID', and 'Remove'. Below the table are another set of buttons: 'Cancel Changes', 'Save', 'Search my List', 'Print', and 'Delete All'. At the bottom, there is a row with a '1' in a box, a text input field for 'Applicant NRMP ID or AAMC ID', and an 'Add Applicant & Save' button.

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.

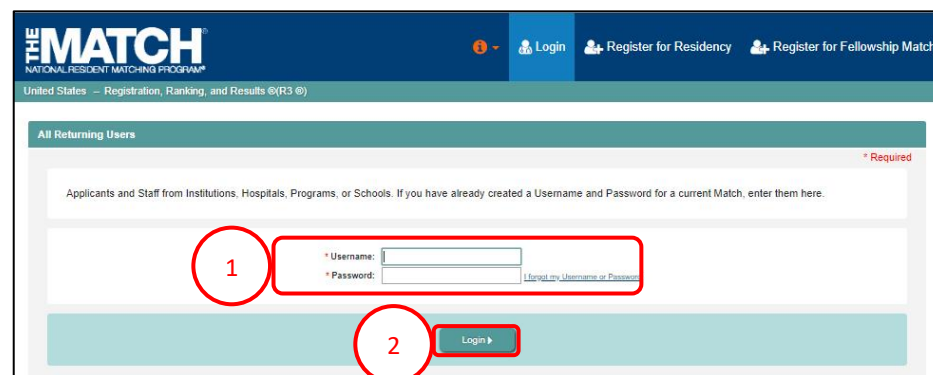
Guide Contents:

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.

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Login:

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



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United States - Registration, Ranking, and Results (R3®)

All Returning Users * Required

Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

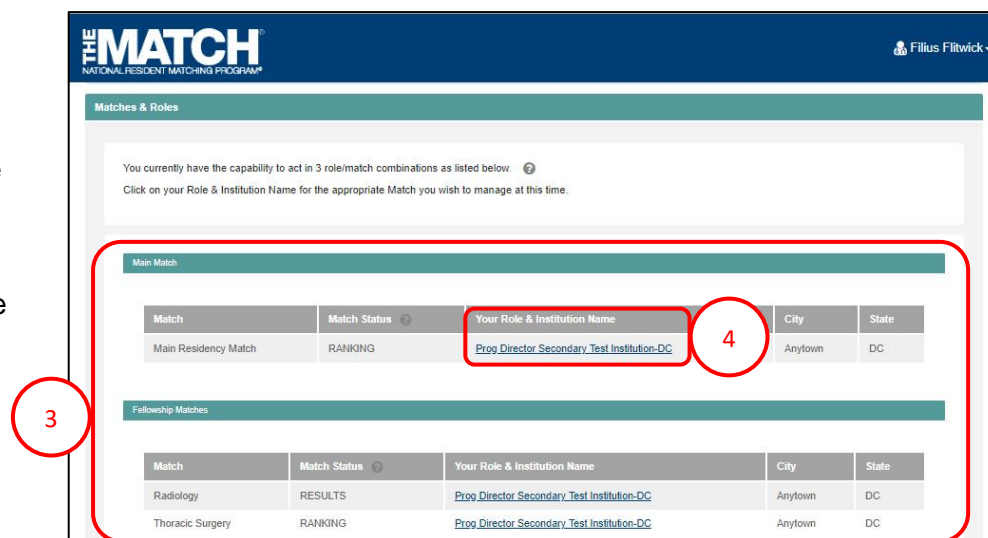
* Username:

* Password: [Forgot my Username or Password](#)

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.



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Filius Flitwick

Matches & Roles

You currently have the capability to act in 3 role/match combinations as listed below. ?
Click on your Role & Institution Name for the appropriate Match you wish to manage at this time.

Main Match

Match	Match Status ?	Your Role & Institution Name	City	State
Main Residency Match	RANKING	Prog Director Secondary Test Institution-DC	Anytown	DC

Fellowship Matches

Match	Match Status ?	Your Role & Institution Name	City	State
Radiology	RESULTS	Prog Director Secondary Test Institution-DC	Anytown	DC
Thoracic Surgery	RANKING	Prog Director Secondary Test Institution-DC	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

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

Match Year: 2018

Role: Program Director

Username: [fitwick](#)

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
Radiation Oncology	1894430A0	ACTIVE	Filius Fitwick (Pledged on May 26, 2017)	D0 R1	3
Radiology-Diagnostic	1894420A0	RANKING	Filius Fitwick (Pledged on May 26, 2017)	D0 R0	3
Radiology-Diagnostic	1894420R0	ACTIVE	Filius Fitwick (Pledged on May 26, 2017)	D0 R0	3
Radiology-Diagnostic - Research	1894420A1	ACTIVE	Filius Fitwick (Pledged on May 26, 2017)	D1 R0	2

Match Event	Start Date	End Date
Register	05 Sep 2016 01:20 PM EDT	20 Feb 2019 09:00 PM EST
Rank	15 Jan 2019 12:00 PM EST	20 Feb 2019 09:00 PM EST
Match Computation	20 Feb 2019 09:00 PM EST	11 Mar 2019 11:00 AM EDT
Match Results	11 Mar 2019 11:00 AM EDT	01 Jul 2019 12:00 AM EDT
Closed	01 Jul 2019 12:00 AM EDT	01 Jul 2019 12:00 AM EDT

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Home

Switch

Options

Filius Fitwick

Match Home Page

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

Match Year: 2018

Role: Program Director

Username: [fitwick](#)

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
Radiology-Diagnostic	1894420A0	ACTIVE	Filius Fitwick (Pledged on Feb 05, 2019)	D0 R0	3

2018	
Jan 15	Rank order list entry begins at 12:00 noon ET for all users
Feb 15	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.
Mar 29	Match Day! Match results released in R3® system at 3:45 p.m. ET.

[Click here](#) for the complete Main Residency Match Calendar

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 screenshot shows the 'Match Home Page' for the 2018 Match. At the top, it says 'United States - Registration, Ranking, and Results @R3® - 2018 Main Residency Match'. Below this, there's a section for 'Match Home Page' with fields for Institution (Secondary Test Institution-DC - Anytown, DC), Match Year (2018), Role (Program Director), and Username (filitwick). A message states: 'You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.' Below this is a table with columns: Program Description, NRMP Program Code, Program Status, Program Director, Reversions, Current Quota, and SOAP. The first row shows 'Radiology-Diagnostic', '1894420A0', 'ACTIVE', 'Filius Filitwick (Pledged on Feb 05, 2019)', 'D0 R0', '3', and 'Pending'. A red circle with the number 1 highlights the 'Radiology-Diagnostic' link. At the bottom, there's a section for '2018' with dates Jan 15 and Feb 15, and their respective deadlines.

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.

The screenshot shows the 'View Program Details' page. It displays the same information as the home page, but with more details. The 'Program Status' is 'ACTIVE'. A red circle with the number 2 highlights this status. Below the details, there's a 'Rank Order List' tab, which is highlighted with a red circle and the number 3. The 'Rank Order List' tab has a dropdown menu with options: Status, Quota, Change Requests & Approvals, Program Director/Coord, Public Contact, Reversions, and Joint A/P.

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.

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Program Rank Order List

You may add Applicants to the list by entering their NRMP ID or AAMC ID below, searching for them on the "Find & Add Applicants" tab, or entering multiple IDs in the "Import Applicant List" tab.
 Click, drag and drop the icons in the "Drag & Drop" column to move an Applicant's rank.
 Select the red X on any Applicant record below to delete them from the list.

Find & Add Applicant Certify List Import

Cancel Changes Save Search my List Print Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID	Remove
	1						

Cancel Changes Save Search my List Print Delete All

4a 4 5

✓ Your Rank Order List has been saved. 6

Find & Add Applicant Certify List Import

Cancel Changes Save Search my List Print Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID	Remove
	1	McLain, Lacie	Emory University School of Medicine	ACTIVE	N0560676	98745632	X
	2						

Cancel Changes Save Search my List Print Delete All

7

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.

Drag & Drop	Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID	Remove
	1	McLain, Lacie	Emory University School of Medicine	ACTIVE	N0560676	98745632	X
	2	Mathevsen, Ron	University of Connecticut School of Medicine	ACTIVE	N0560678	98765432	X
	3	Peters, Joseph	University of Arizona College of Medicine Phoenix	ACTIVE	N0560680	98653269	X
	4	Kurtz, Sandee	University of New Mexico School of Medicine	ACTIVE	N0532322	98236521	X

The Rank Order List has been updated.
To save your changes, click the "Save" button at the bottom of this page.

You have unsaved changes! Click "Save" to maintain the current rank order.

Drag & Drop	Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID	Remove
	1	McLain, Lacie	Emory University School of Medicine	ACTIVE	N0560676	98745632	X
	2	Peters, Joseph	University of Arizona College of Medicine Phoenix	ACTIVE	N0560680	98653269	X
	3	Mathevsen, Ron	University of Connecticut School of Medicine	ACTIVE	N0560678	98765432	X
	4	Kurtz, Sandee	University of New Mexico School of Medicine	ACTIVE	N0532322	98236521	X

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**.

Program Rank Order List

• You may add Applicants to the list by entering their NRMP ID or AAMC ID below, searching for them on the “Find & Add Applicants” tab, or entering multiple IDs in the “Import Applicant List” tab.
 • Click, drag and drop the icons in the “Drag & Drop” column to move an Applicant’s rank.
 • Select the red X on any Applicant record below to delete them from the list.

1 Find & Add Applicant Certify List Import

Cancel Changes Save Search my List Print Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID	Remove
	1	McLain, Lacie	Emory University School of Medicine	ACTIVE	N0560676	98745632	X
	2	Peters, Joseph	University of Arizona College of Medicine Phoenix	ACTIVE	N0560680	98653269	X
	3	Mathevsen, Ron	University of Connecticut School of Medicine	ACTIVE	N0560678	98765432	X
	4	Kurtz, Sandee	University of New Mexico School of Medicine	ACTIVE	N0532322	98236521	X

Cancel Changes Save Search my List Print Delete All

5 Applicant NRMP ID or AAMC ID Add Applicant & Save

Find & Add Applicants

NRMP ID
 AAMC ID
 USMLE/ECFMG ID
 First Name
 Last Name
 Medical School Name

+ Select a School

2 **3** **4** **5**

Reset Search

Cancel Add Selected Applicants to ROL & Save

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.

The screenshots show the following steps:

- Search Results:** A table of 5 applicants is displayed. The applicant 'Magee, Patti' is highlighted. A red circle with the number 6 is in the top left corner.
- Applicant Details:** A pop-up window shows details for 'Magee, Patti', including NRMP ID: N0485470, AAMC ID: 14658994, and School: U Central Florida COM (836). A red circle with the number 7 is in the top right corner.
- Applicant Details (Close):** The 'Close' button is highlighted. A red circle with the number 8 is in the top right corner.
- Green Note:** A green banner at the top of the screen says 'Your Rank Order List has been saved.' A red circle with the number 9 is in the top right corner.
- Rank Order List:** The updated list shows 5 applicants. 'Magee, Patti' is at the bottom, ranked 5th. A red circle with the number 10 is in the top right corner.

Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID	Remove
1	McLain, Lacie	Emory University School of Medicine	ACTIVE	N0560676	98745632	X
2	Peters, Joseph	University of Arizona College of Medicine Phoenix	ACTIVE	N0560680	98653269	X
3	Mathevsen, Ron	University of Connecticut School of Medicine	ACTIVE	N0560678	98765432	X
4	Kurtz, Sandee	University of New Mexico School of Medicine	ACTIVE	N0532322	98236521	X
5	Magee, Patti	University of North Texas Health Science Center Texas College of Osteopathic Medicine	ACTIVE	N0556940	95236899	X

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.

Applicant	School	Status	NRMP ID	AAMC ID
[Redacted]	Baylor College of Medicine	ACTIVE	[Redacted]	[Redacted]
[Redacted]	Baylor College of Medicine	ACTIVE	[Redacted]	[Redacted]
[Redacted]	Baylor College of Medicine	ACTIVE	[Redacted]	[Redacted]
[Redacted]	Baylor College of Medicine	ACTIVE	[Redacted]	[Redacted]

✓ Your Rank Order List has been saved.

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.

The screenshot displays the 'THE MATCH' National Resident Matching Program interface. The main screen is titled 'Program Rank Order List'. It features a navigation bar with 'Find & Add Applicant', 'Certify List', and 'Import' (highlighted with a red circle and the number 1). Below the navigation bar are buttons for 'Cancel Changes', 'Save', 'Search my List', 'Print', and 'Delete All'. A table with columns 'Drag & Drop', 'Rank', 'Applicant Name', 'Medical School', 'Status', 'NRMP ID', 'AAMC ID', and 'Remove' is visible. Below the table are buttons for 'Cancel Changes', 'Save', 'Search my List', 'Print', and 'Delete All'. A text input field for 'Applicant NRMP ID or AAMC ID' and an 'Add Applicant & Save' button are at the bottom.

The 'Import a Text File to Create a Rank Order List' pop-up window is overlaid on the main screen. It contains instructions on how to import a text file into the R3 system. The instructions state that the applicant's rank number and one of the identifiers (AAMC ID, NRMP ID, or USMLE ID) must be the first two elements, separated by a comma. Only one rank per line is permitted. The pop-up also provides steps for using the ERAS Program Director Work Station ROL Export File. An example of a text file format is shown: '1, 12345678', '2, 23456789', '3, 34567890'. Below the example, there is a section for selecting the identifier used in the file, with radio buttons for 'AAMC ID' (selected), 'NRMP ID', and 'USMLE ID'. A 'File Contents' text area is also present. The pop-up has buttons for 'Cancel', 'Clear Contents', and 'Upload Applicants & Save List'.

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

	A	B
1	1	14335795
2	2	14789632
3	3	14795563
4	4	14456782
5	5	14697822
6	6	14778855
7	7	14634587
8	8	14559976
9	9	14785236
10	10	14932562
11	11	14326987
12	12	14225788
13	13	14658994
14	14	14789112
15	15	14527781
16		

Applicants for ROL Import

File Edit Format View H

1,14335795
 2,14789632
 3,14795563
 4,14456782
 5,14697822
 6,14778855
 7,14634587
 8,14559976
 9,14785236
 10,14932562
 11,14326987
 12,14225788
 13,14658994
 14,14789112
 15,14527781

File Contents:

5

Cancel Clear Contents Upload Applicants & Save List

File Contents:

1,14335795
 2,14789632
 3,14795563
 4,14456782
 5,14697822
 6,14778855
 7,14634587
 8,14559976
 9,14785236

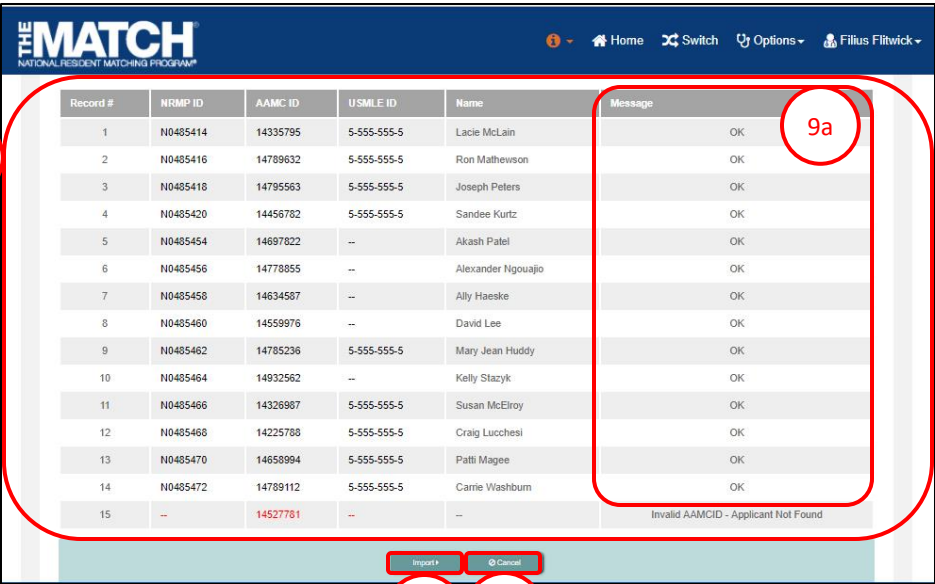
6

Cancel Clear Contents Upload Applicants & Save List 7

8

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.



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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

Import **Cancel**

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.

The screenshot displays the NRMP Rank Order List interface. At the top, there are buttons for 'Cancel Changes', 'Save', 'Search my List', 'Print', and 'Delete All'. Below these is a table of applicants. The table has columns for 'Drag & Drop', 'Rank', 'Applicant Name', 'Status', 'NRMP ID', 'AAMC ID', and 'Remove'. The 'Drag & Drop' column contains icons for moving rows. The 'Rank' column contains numbers 1 through 14. The 'Applicant Name' column lists names like 'McLain, Lacie', 'Mathevon, Ron', etc. The 'Status' column shows 'ACTIVE'. The 'NRMP ID' and 'AAMC ID' columns contain identification numbers. The 'Remove' column contains a red 'X' icon for each applicant. A green note at the top states 'The Rank Order List has been updated. To save your changes, click the "Save" button at the bottom of this page.' A yellow note at the bottom states 'You have unsaved changes! Click "Save" to maintain the current rank order.'

Drag & Drop	Rank	Applicant Name	Status	NRMP ID	AAMC ID	Remove
	1	McLain, Lacie	ACTIVE	N0560676	98745632	X
	2	Mathevon, Ron	ACTIVE	N0560678	98765432	X
	3	Peters, Joseph	ACTIVE	N0560680	98653269	X
	4	Haake, Abby	ACTIVE	N0560688	98563269	X
	5	Lee, David	ACTIVE	N0560690	98563231	X
	6	Huddy, Mary	ACTIVE	N0560692	98236512	X
	7	Williams, Caleb	ACTIVE	N0560694	98215666	X
	8	Magee, Patti	ACTIVE	N0556940	95236899	X
	9	Kurtz, Sandee	ACTIVE	N0532322	98236521	X
	10	Patel, Akash	ACTIVE	N0322380	98985666	X
	11	Mital, Alex	ACTIVE	N0284644	96583269	X
	12	Shane, Sara	ACTIVE	N0332150	98564738	X
	13	Stazyk, Kelly	ACTIVE	N0494972	98123647	X
	14	McElroy, Karen	ACTIVE	N0442474	98236515	X

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.

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

Program Rank Order List

You may add Applicants to the list by entering their NRMP ID or AAMC ID below, searching for them on the "Find & Add Applicants" tab, or entering multiple IDs in the "Import Applicant List" tab.
Click, drag and drop the icons in the "Drag & Drop" column to move an Applicant's rank.
Select the red X on any Applicant record below to delete them from the list.

Find & Add Applicant | Certify List | Import

Cancel Changes | Save | **Search my List** | Print | Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID	Remove
	1	McLain, Lacie	Emory University School of Medicine	ACTIVE	N0560676	98745632	X
	2	Matheson, Ron	University of Connecticut School of Medicine	ACTIVE	N0560678	98765432	X
	3	Peters, Joseph	University of Arizona College of Medicine Phoenix	ACTIVE	N0560680	98653269	X
	4	Haeske, Abby	Lake Erie College of Osteopathic Medicine	ACTIVE	N0560688	98563269	X
	5	Lee, David	Edward Via College of Osteopathic Medicine-Virginia Campus	ACTIVE	N0560690	98563231	X
	6	Huddy, Mary	Chicago Medical School at Rosalind Franklin University of Medicine and Science	ACTIVE	N0560692	98236512	X

Find & Add Applicant | Certify List | Import

Cancel Changes | Save | Search my List | Print | Delete All

Search My Rank Order List

Applicant(s) found on the ROL

Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID
14	McElroy, Karen	St. George's University	ACTIVE	N0442474	98236515

Close

Certifying a Rank Order List:

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**.

Program Rank Order List

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- Click, drag and drop the icons in the "Drag & Drop" column to move an Applicant's rank.
- Select the red X on any Applicant record below to delete them from the list.

Find & Add Applicants 1 Certify List Import

Cancel Changes Save Search my List Print Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID	Remove
	1	McLain, Lacie	Emory University School of Medicine	ACTIVE	N0560676	98745632	X
	2	Mathewson, Ron	University of Connecticut School of Medicine	ACTIVE	N0560678	98765432	X
	3	Peters, Joseph	University of Arizona College of Medicine Phoenix	ACTIVE	N0560680	98653269	X
	4	Haeske, Abby	Lake Erie College of Osteopathic Medicine	ACTIVE	N0560688	98563269	X
	5	Lee, David	Edward Via College of Osteopathic Medicine-Virginia Campus	ACTIVE	N0560690	98563231	X
	6	Huddy, Mary	Chicago Medical School at Rosalind Franklin University of Medicine and Science	ACTIVE	N0560692	98236512	X

Please Enter Your Authentication Information

You have 14 applicants ranked.

The Match Participation Agreement to which you affixed your password during registration states that the listing of an applicant on your certified rank order list establishes a binding commitment to offer an appointment if a match results. Failure to honor that commitment may result in penalties as described in the NRMP's Violations Policy.

To have your rank order list included in the Match, you must complete the certification process by entering your password below and clicking the Submit button.

Password:

Cancel Submit 3

United States - Registration, Ranking, and Results @R3 @ - 2018 Main Residency Match

✓ Your Rank Order List has been saved and certified.

Program Rank Order List

Institution: Secondary Test Institution-DC - Anytown, DC Match Year: 2018

Role: Program Director NRMP Institution Code: 1894

Username: fitwivick ACGME Inst Code: 1001

Institution Status: ACTIVE NRMP Program Code: 1894420A0

Program Name: Radiology-Diagnostic ACGME Program Code: 4201678923

Program Type: Advanced SOAP Participation: Pending

Program Status: CERTIFIED 5

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

Program Rank Order List

Institution: [Secondary Test Institution-DC - Anytown, DC](#) Match Year: 2018
 Role: Program Director NRMP Institution Code: 1894
 Username: [miltwick](#) ACGME Inst Code: 1001
 Institution Status: ACTIVE NRMP Program Code: [1894420A0](#)
 Program Name: Radiology-Diagnostic ACGME Program Code: 4201678923
 Program Type: Advanced SOAP Participation: **Pending**
 Program Status: **CERTIFIED**

Program Rank Order List

[Print List](#) [Edit List](#) **6**

Rank	Applicant Name	Medical School	Status	NRMP ID	AAMC ID
1	McLain, Lacie	Emory University School of Medicine	ACTIVE	N0560676	98745632
2	Mathewson, Ron	University of Connecticut School of Medicine	ACTIVE	N0560678	98765432
3	Peters, Joseph	University of Arizona College of Medicine Phoenix	ACTIVE	N0560680	98653269
4	Haeske, Ally	Lake Erie College of Osteopathic Medicine	ACTIVE	N0560688	98563269

Username: [miltwick](#)
 Institution Status: ACTIVE
 Program Name: Radiology-Diag
 Program Type: Adv
 Program Status: **7**

Please Enter Your Authentication Information

Your program status will be changed from Certified to Ranking. After editing, you must Certify the list again prior to the Rank Order List Certification Deadline in order for the list to be used in the Match.

Please enter your password and click the Submit button to change your program status from Certified to Ranking and edit your rank order list.

Password:

[Cancel](#) [Submit](#) **8**