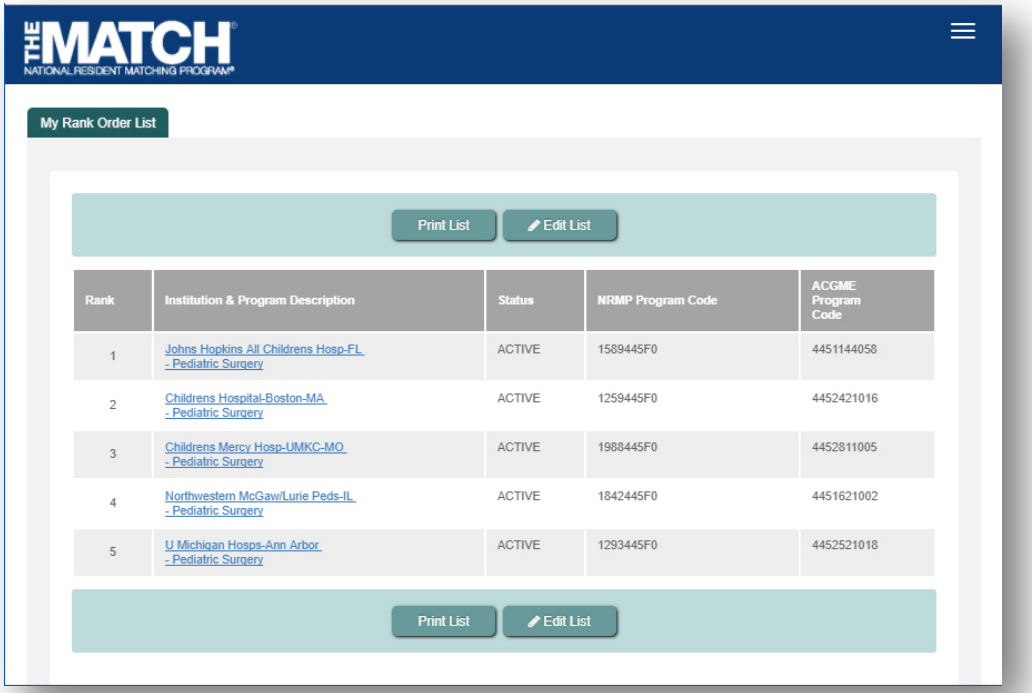
Entering and Certifying a Rank Order List

Specialties Matching Service

Users: Fellowship Applicants



Note: The Entering and Certifying a Rank Order List (SMS) guide explains how to complete this task using a mobile device. 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 Rank Order List (Fellowship Matches):

1. The matching algorithm attempts to place you in the most preferred program possible, so rank programs in order of your true preference and not where you think you will match.
2. Rank ONLY those programs where you are able and willing to train. Placing a program on your ROL creates a binding commitment if a match occurs, so review carefully each program's eligibility requirements and the contract you will be expected to sign.
3. Do not rank programs where you did not interview. Programs do not rank candidates they have not interviewed, and no match will occur.

- Before creating your rank order list, take time to look up each program's code in R3®. Refer to the **Using the Program Directory** guide for more information.
- Extra fees apply if you rank more than 20 unique program codes or if a ROL is certified with 100 or more ranks. If a ROL is certified with additional ranks and/or more than 100 ranks, extra fees will be due at the time of certification. Extra rank fees and length of rank order list fees are NOT REFUNDABLE if a shorter list is certified at a later time. Refer to the NRMP website for current fee amounts.
- Your rank order list will not be used when the matching algorithm is processed unless it has been certified and any extra rank fees have been paid. Remember to certify your list prior to the Rank Order List Deadline for your Match.

Guide Contents:

Programs can be added to your rank order list in three ways: using the Find & Add Program option, adding one program at a time using the NRMP program code, or importing a list of programs. To review each method and learn how to search and certify your rank order list, click the titles below.

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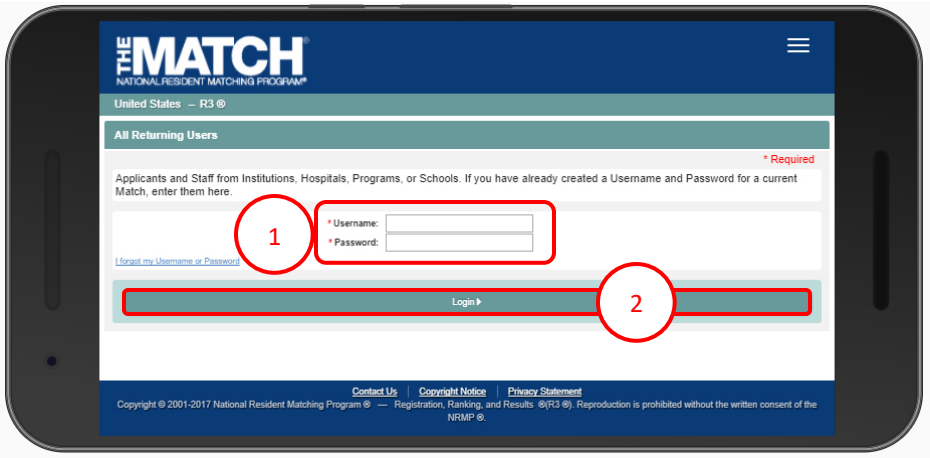
Login:

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

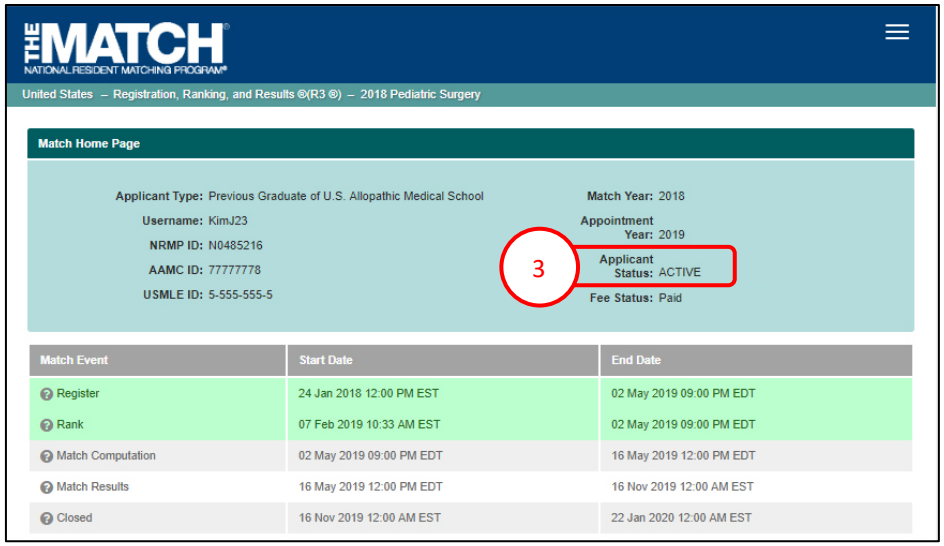
2. Click **Login**.



Match Home Page:

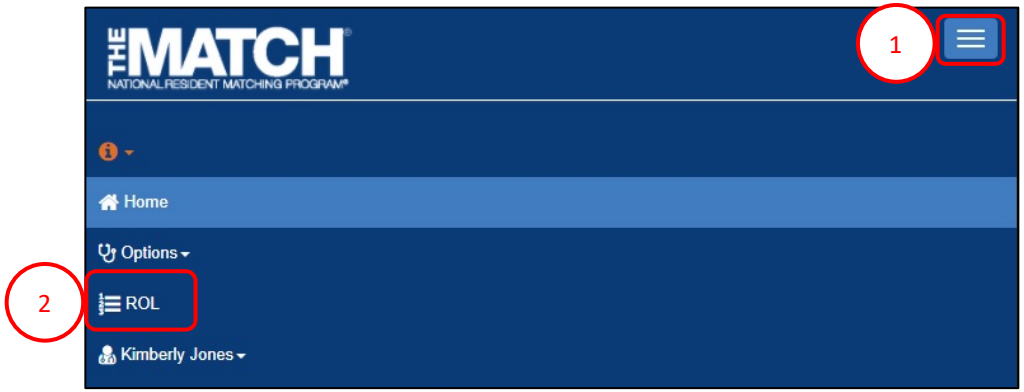
The **Match Home Page** displays for your registered Match.

3. NOTE: Your **Applicant Status** is **ACTIVE**. Once your rank order list contains at least one program, the system changes the status to **RANKING**, displayed in red because the list must be certified before it can be used in the Match. After the list has been certified, **CERTIFIED** displays in green and no further action is required to participate in the Match.



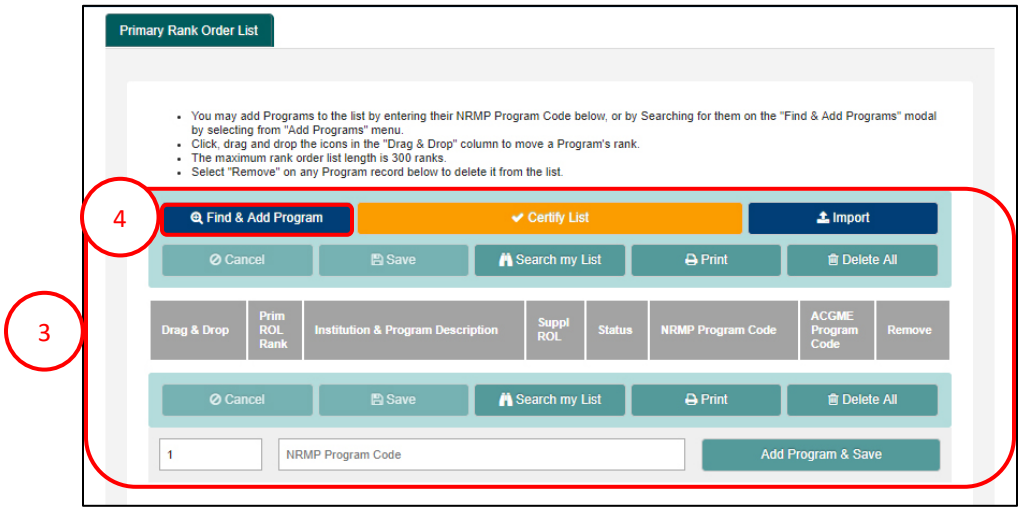
Entering a Rank Order List Using the Find & Add Program option:

1. Click the **Menu** in the top right corner.
2. Click **ROL**.



The **Applicant Rank Order List** page displays.

3. Scroll down to the ROL table.
4. Click **Find & Add Program**.



Entering a Rank Order List Using the Find & Add Program option, Continued:

The **Find & Add Programs** pop-up displays.

5. Enter available search criteria into the appropriate fields. NOTE: Not all fields are required to conduct a search. The more information entered, the more refined the search results will be.
    - To search only for programs with osteopathic recognition, check the “Osteopathic Recognition” box below the search fields.

6. Click **Cancel** to return to the rank order list table.

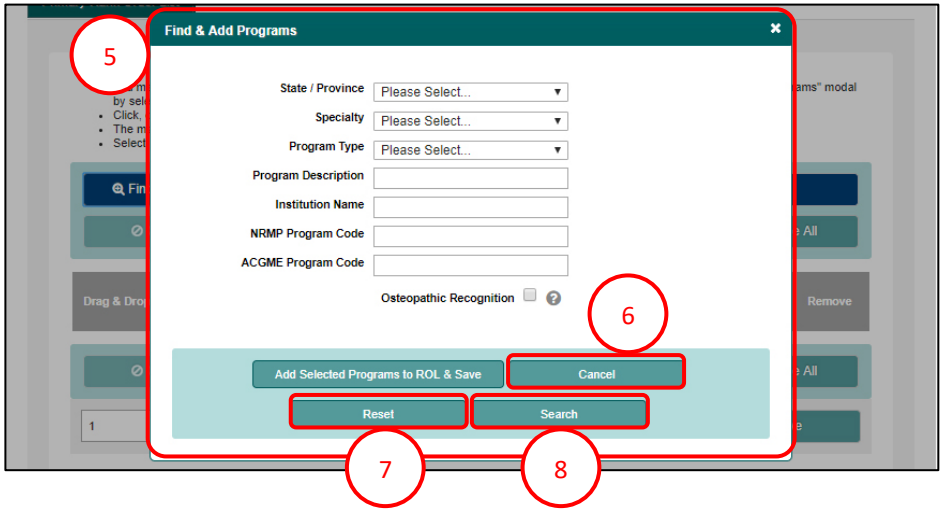
7. Click **Reset** to clear the search fields.

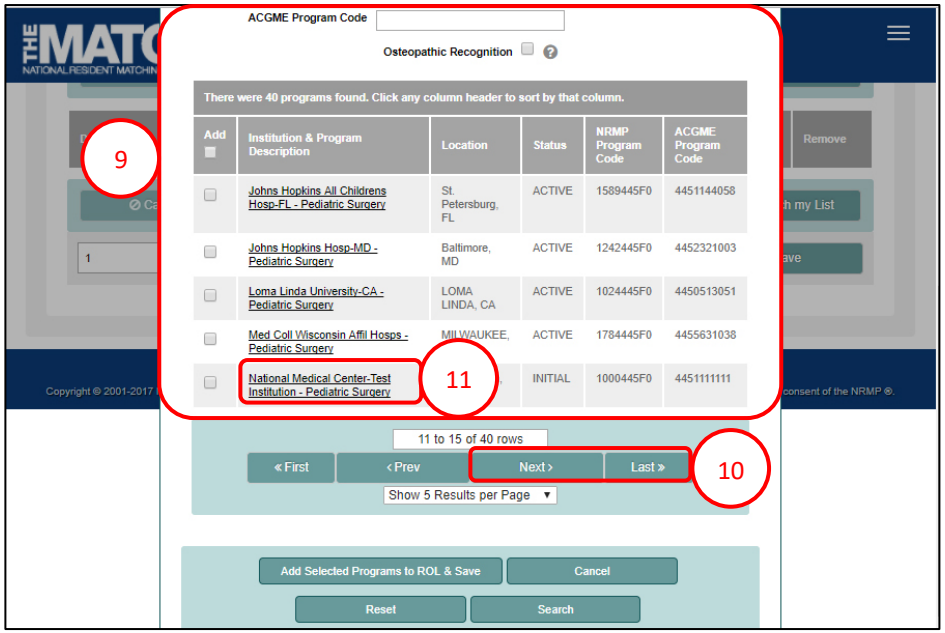
8. Once search criteria are entered, click **Search**.

9. Search results display, including the number of results found.

10. Click the navigation buttons to view more results, if necessary.

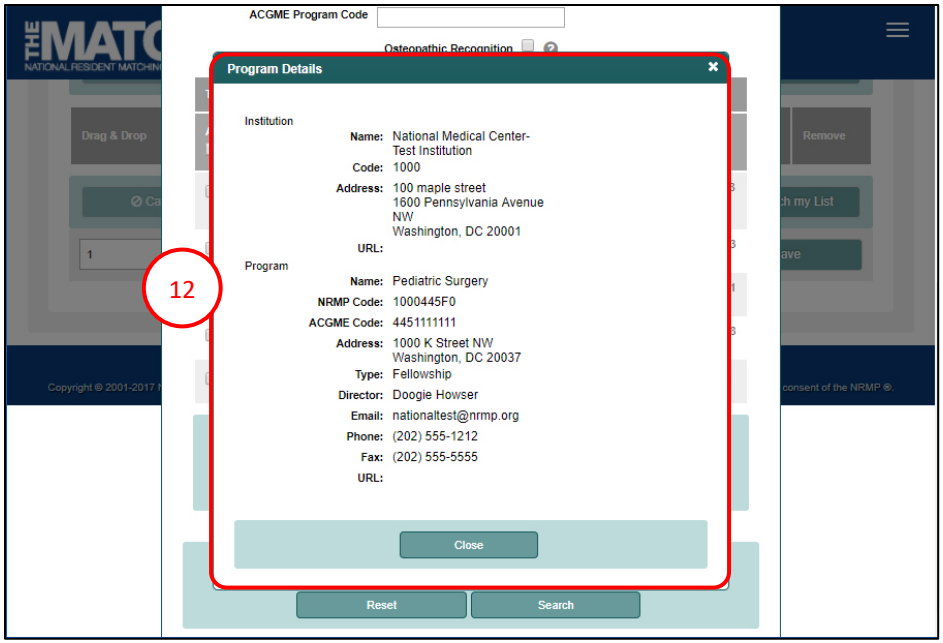
11. Click the **Institution & Program Description** link to review additional information.





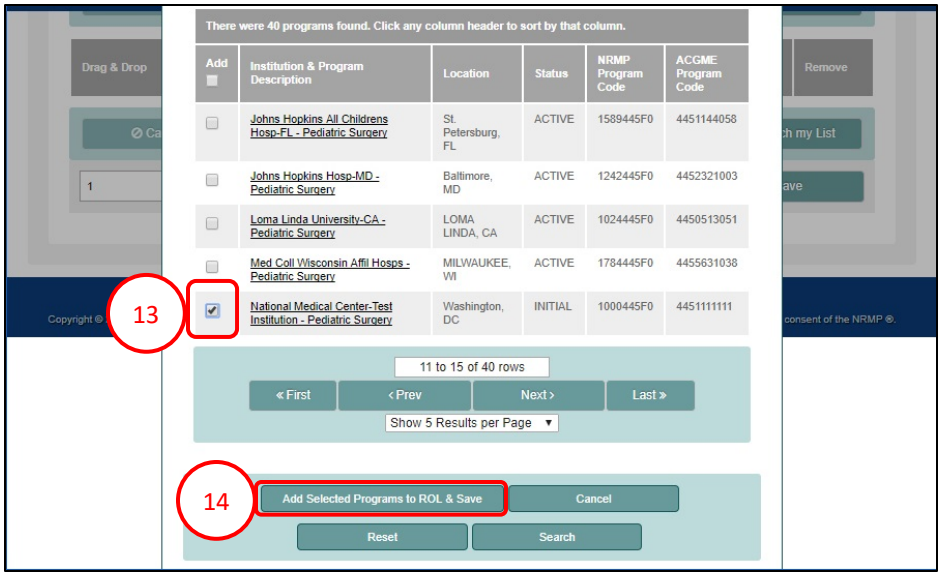
Entering a Rank Order List Using the Find & Add Program option, Continued:

12. The **Program Details** pop-up displays. Review the information and click **Close** when you are finished.



13. Click the checkbox next to the name(s) of the programs(s) you want to add to the rank order list.

14. Click the **Add Selected Programs to ROL & Save** button.



Entering a Rank Order List Using the Find & Add Program option, Continued:

15. A green note displays at the top of the screen indicating your rank order list has been saved.

16. Scroll down to review your rank order list.
    a. The **Rank** column identifies the current order of the programs listed.

17. To change the rank order of the programs, click and hold the icon in the **Drag & Drop** column and drag the program to the position you desire or change the rank number in the **Rank** column.

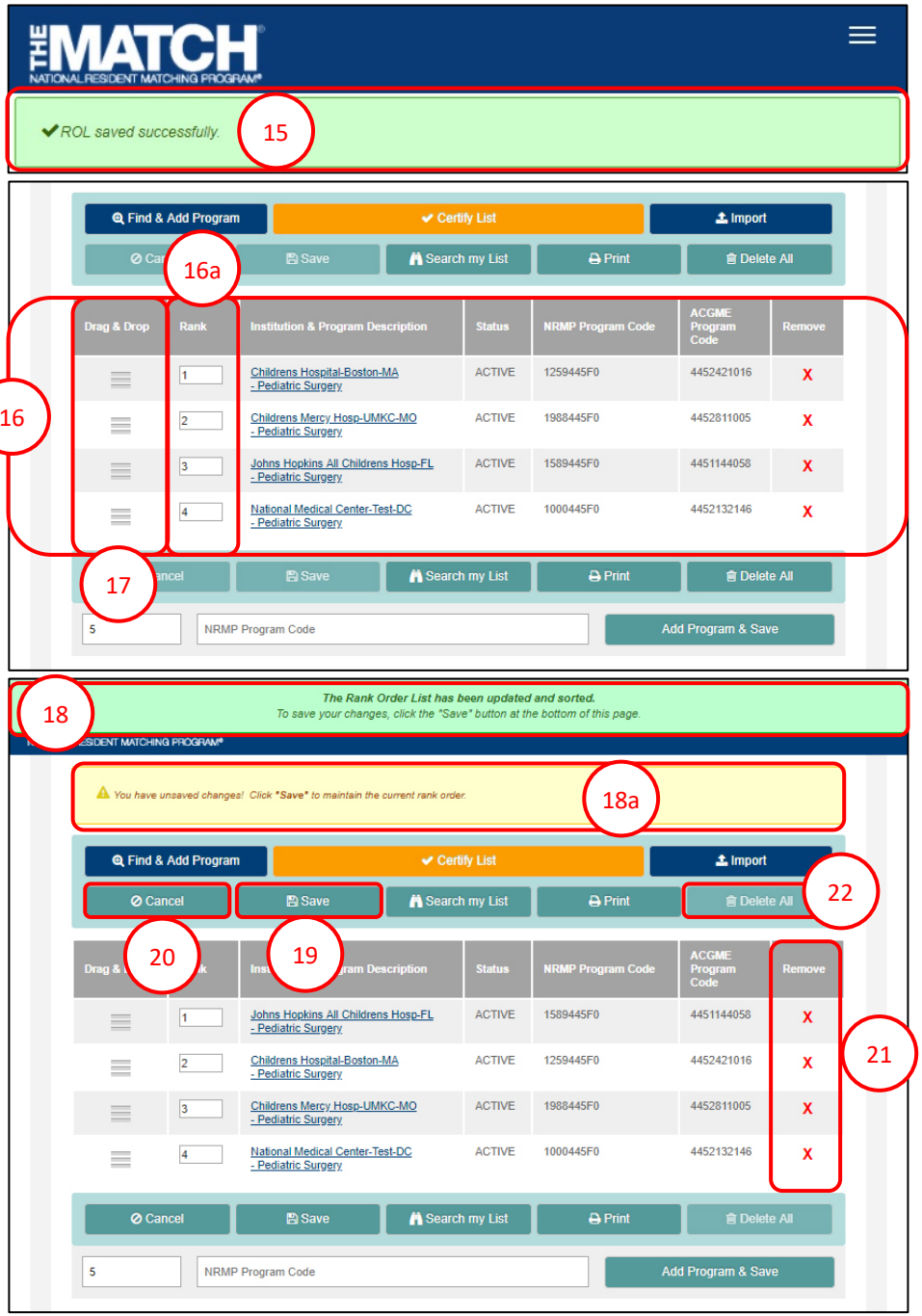
18. A green note displays indicating a change has been made to the list.
    a. The yellow note provides a reminder to save the changes.

19. Click **Save** to maintain the rank order change.

20. Click **Cancel** to return your list to the last saved version.

21. To remove a program, click the **red X**. You must save any changes.

22. Click **Delete All** to clear the list.



Entering a Rank Order List using NRMP program codes:

From the Main Menu, choose the **Options → Program Directory** menu option to identify the NRMP program code. Refer to the **Using the Program Directory** guide to review the steps for obtaining program codes.

1. To enter a program on your rank order list, enter the **NRMP Program Code** into the field at the bottom of the screen.
    a. The number displayed next to the Program Code field represents the rank or position that will be assigned to the program. Position number can be edited.

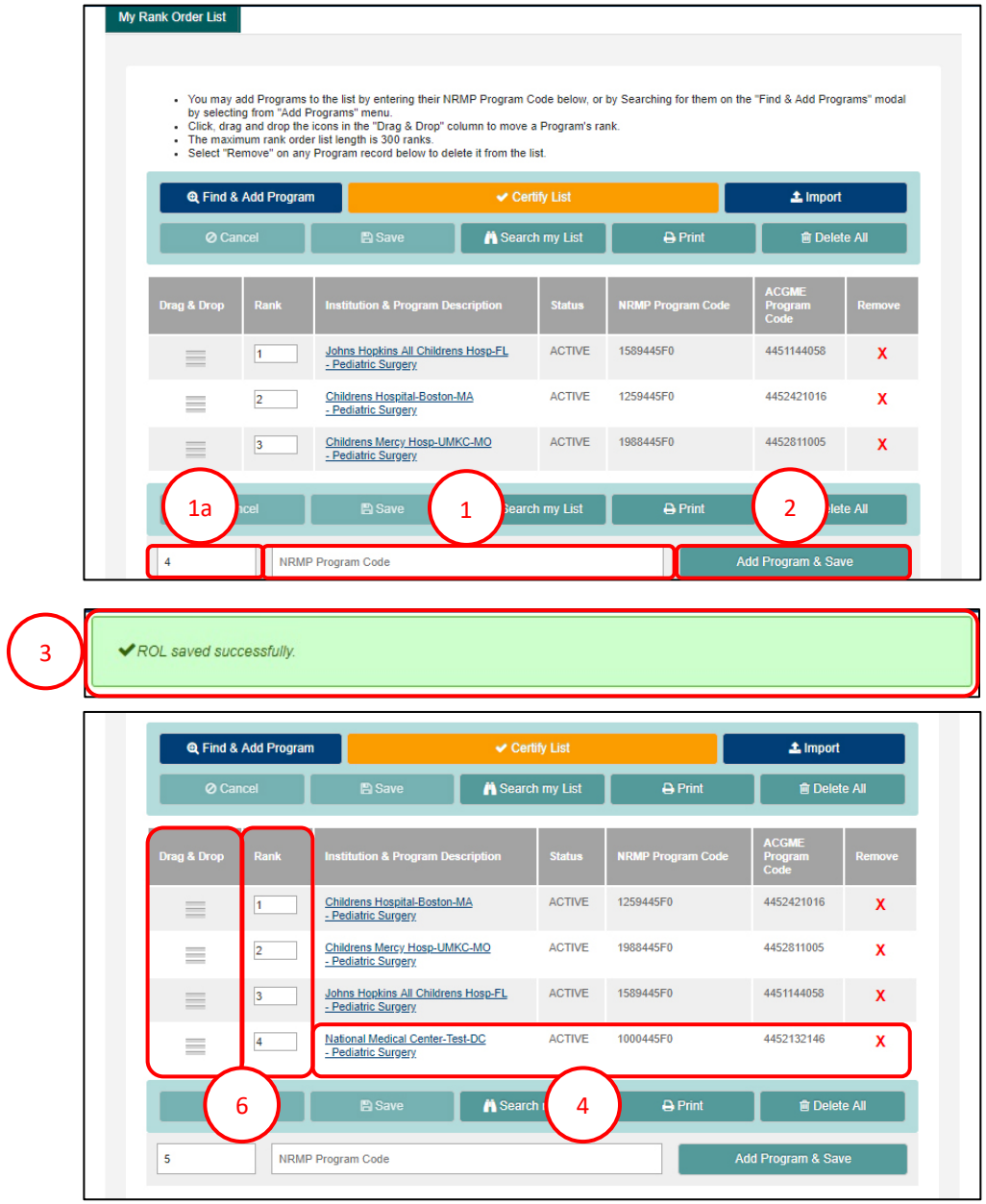
2. Click **Add Program & Save**.

3. A green note displays at the top of the screen indicating your rank order list has been saved successfully.

4. The program appears on your list in the entered position.

5. To add more programs one at a time to your list, repeat steps #1 and #2.

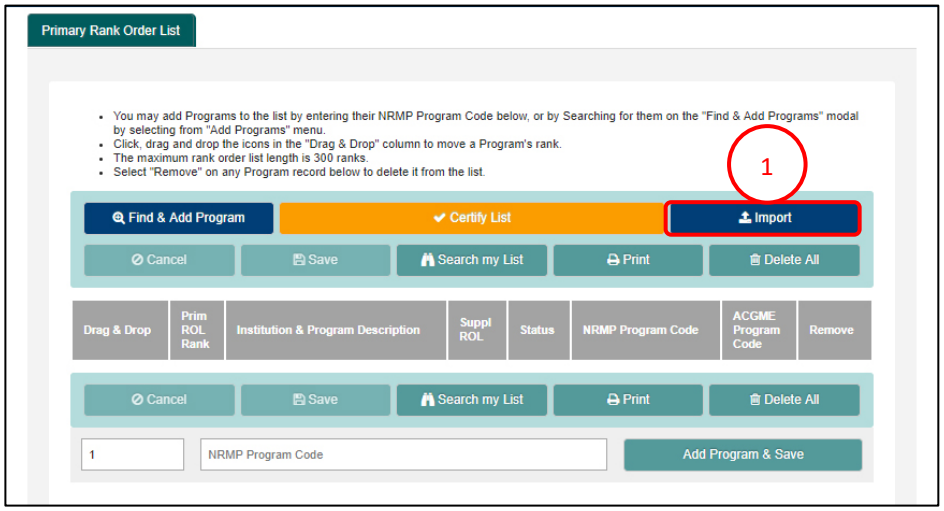
6. To change the rank order of the programs, click and hold the icon in the **Drag & Drop** column and drag the program to the position you desire or change the rank number in the **Rank** column. Be sure to save any changes.



Entering a Rank Order List by Importing Programs from a file:

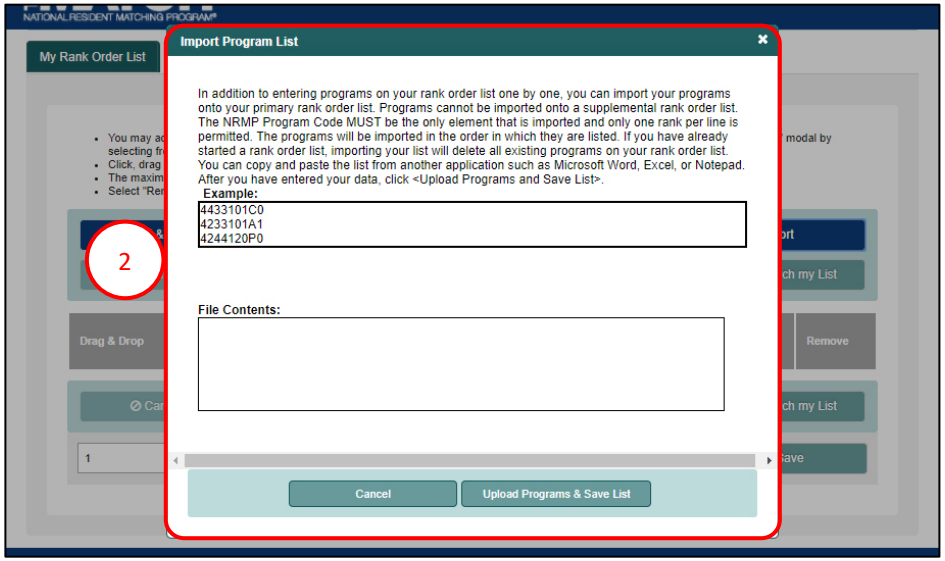
The file should contain only NRMP program codes.

1. From the **My Rank Order List** screen, click **Import**.



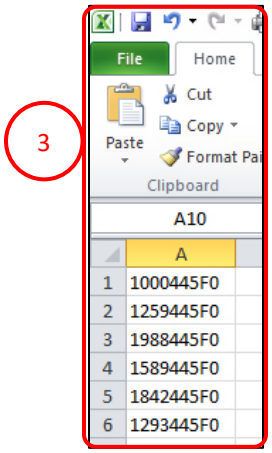
> Note: If you have already begun ranking programs, using the **Import** function will delete your existing rank order list.

2. The **Import Program List** pop-up displays. Review the information.

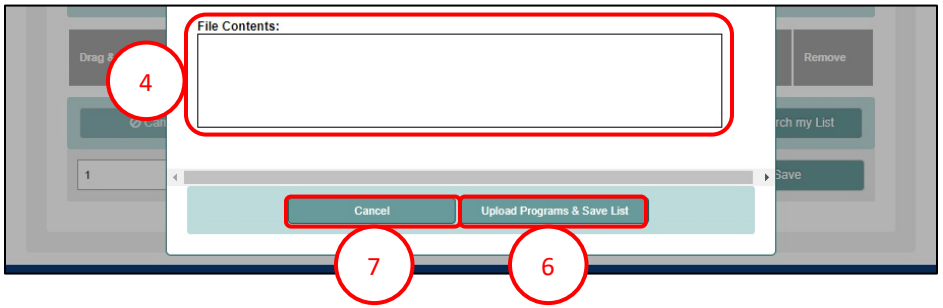


Entering a Rank Order List by Importing Programs from a file, continued:

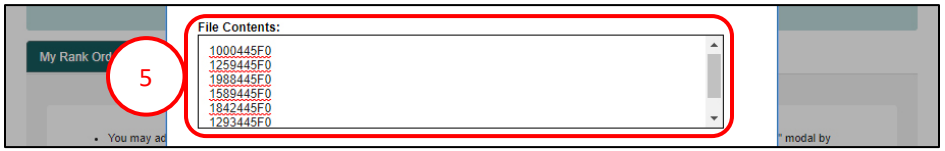
3. Open the prepared program code file you created. Select the program codes, and copy them by:
    a. Using **Ctrl+A**, then **Ctrl+C** on the keyboard.



4. Click in the **File Contents** field. Paste the program codes using either:
    a. The browser menu (**Edit→Paste**), right clicking and choosing Paste, or
    b. **Ctrl+V** on the keyboard



5. The program codes are pasted in the **File Contents** Field.



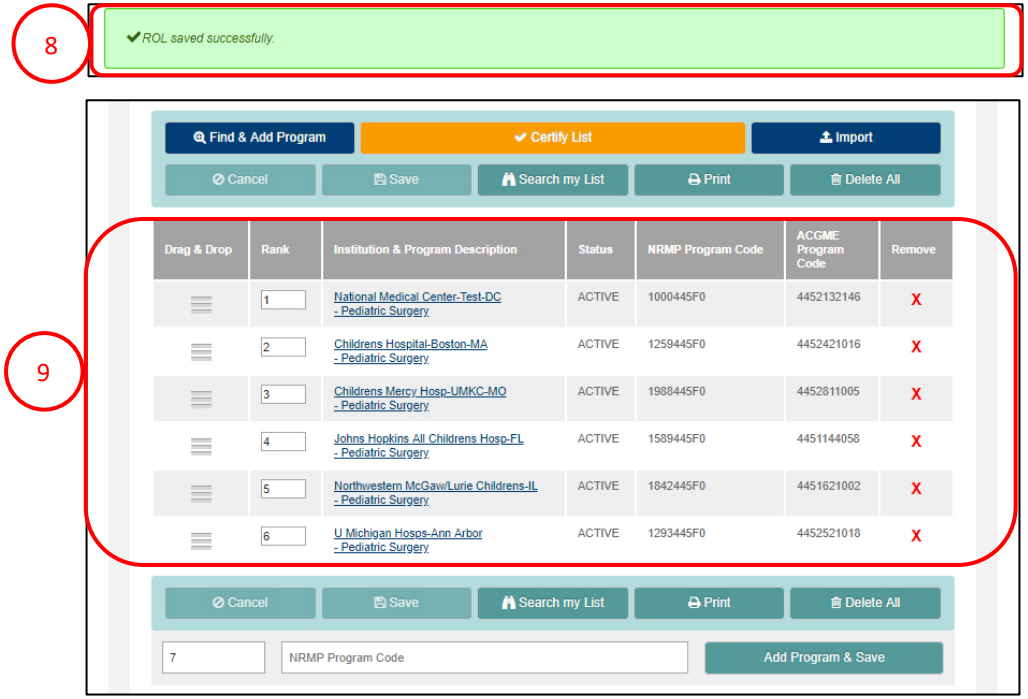
6. If there are no errors with the pasted list, click **Upload Programs & Save List**.

7. If there are errors, click **Cancel** to start over.

Entering a Rank Order List by Importing Programs from a file, continued:

8. A green note displays at the top of the screen indicating your rank order list has been saved successfully.

9. Scroll to review the list.



Searching a Rank Order List:

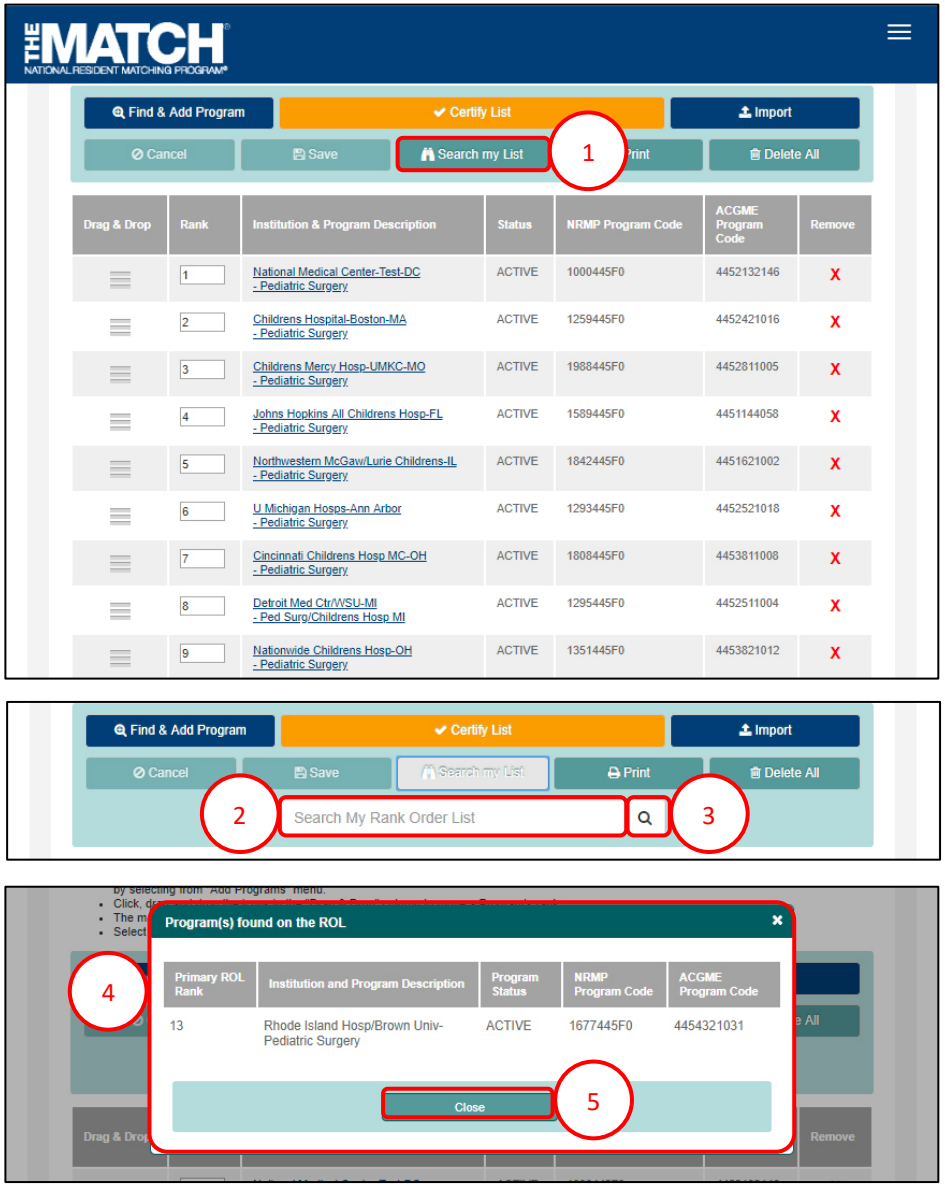
1. Click **Search my List**.

2. The search field displays. Enter one of the following search criteria:
   a. Program Code
   b. Institution Name

3. Click the magnifying glass icon.

4. The **Program(s) found on the ROL** pop-up displays. Review the information.

5. Click **Close** to close the pop-up.



Certifying a Rank Order List With 20 or Fewer Ranks:

Your rank order list must be certified to be used when the matching algorithm is processed.

Changes can be made to your 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.

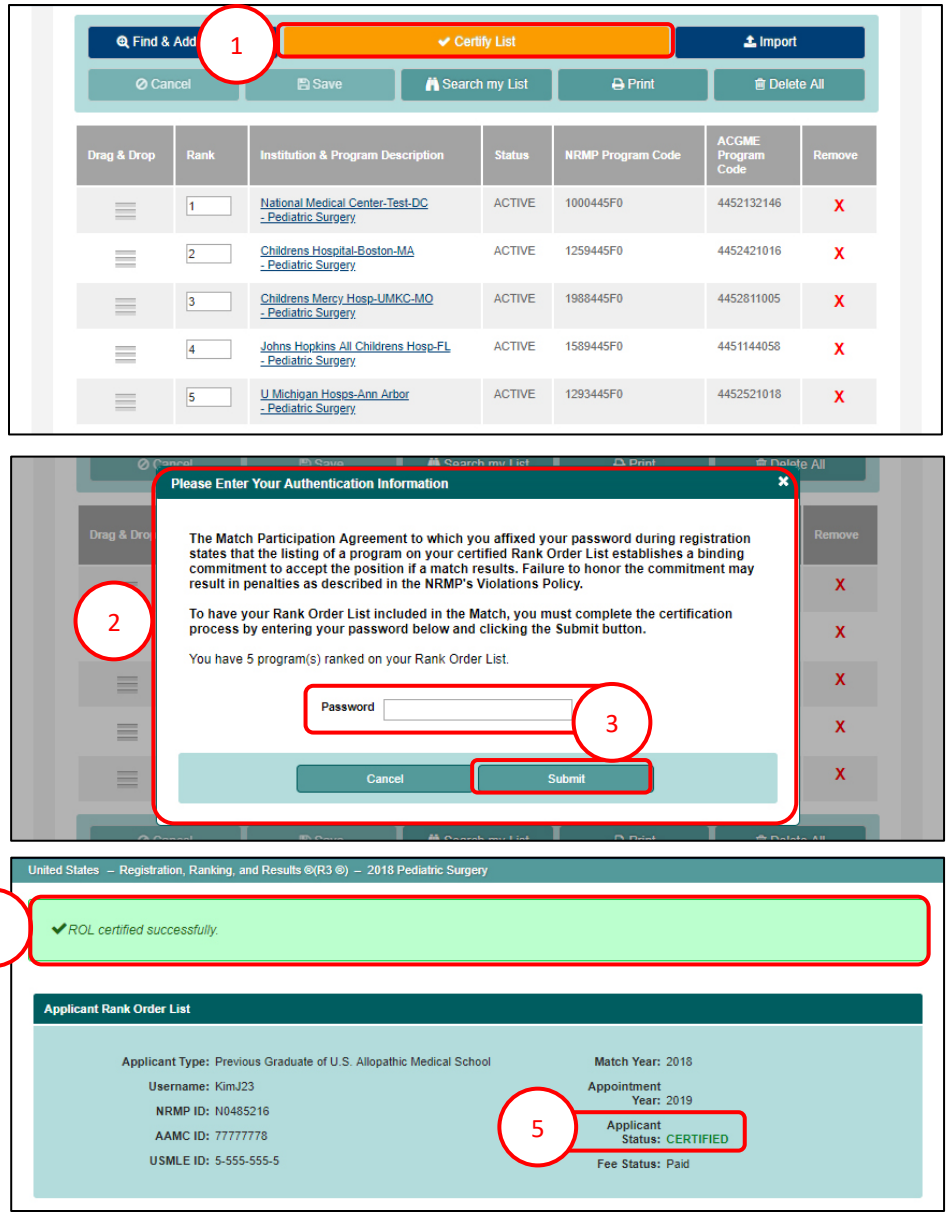
1. From the **Applicant Rank Order List** screen, Click **Certify List**.

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. Your **Applicant Status** is **CERTIFIED**.



Certifying a Rank Order List With 20 or Fewer Ranks, Continued:

6. To edit a certified rank order list, click **Edit List**.

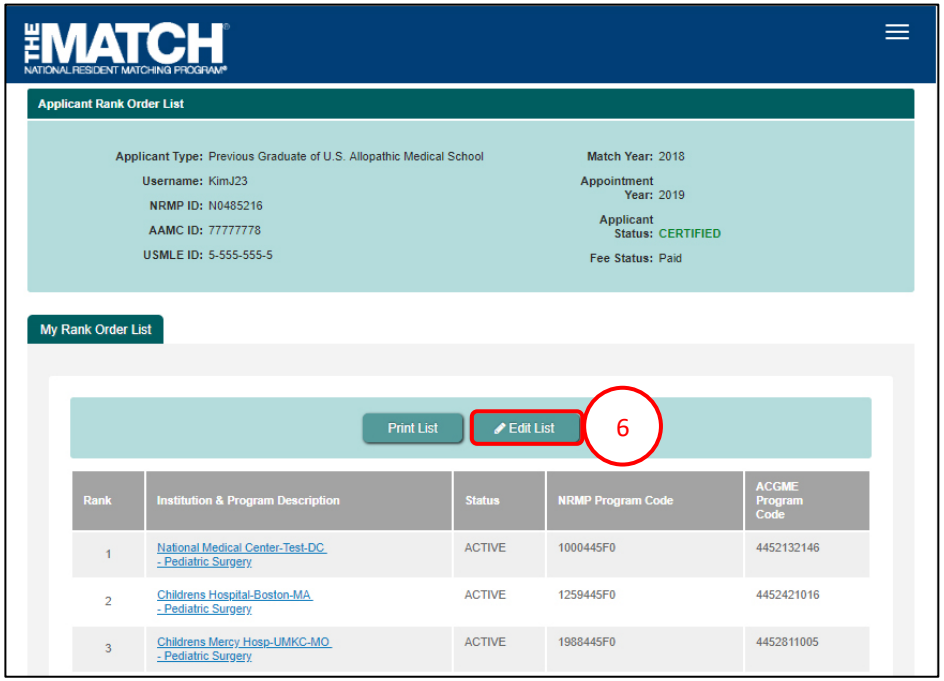
7. The **Please Enter Your Authentication Information** pop-up displays. Review the information.

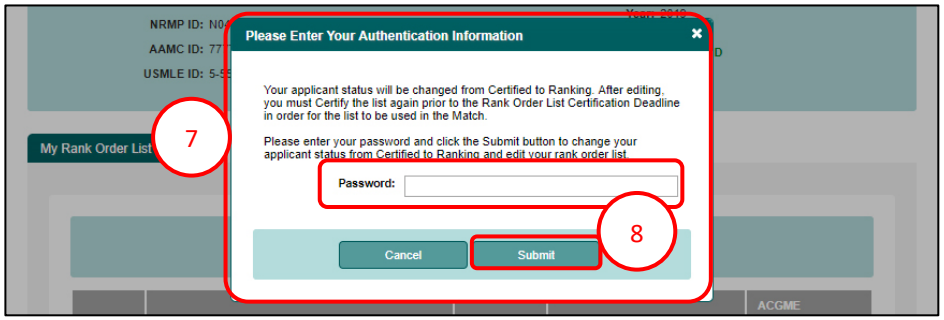
8. Enter your password in the **Password** field and click **Submit**.

9. Edit the list as needed.

   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.

<u>When any changes are made, the list must be saved and certified prior to the Rank Order List Deadline.</u>





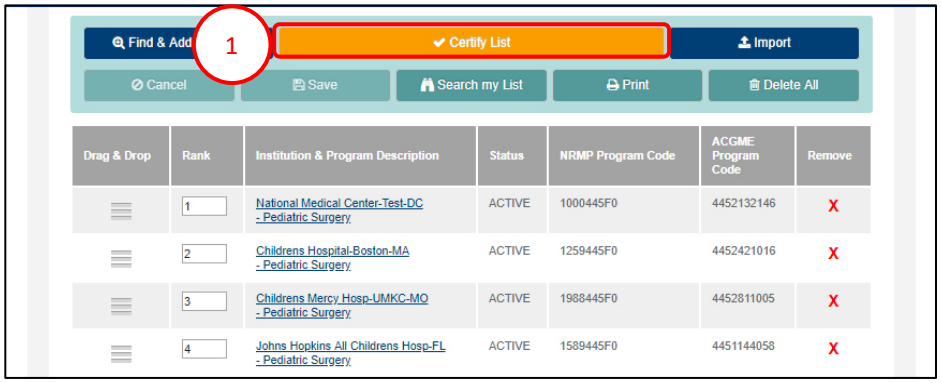
Certifying a Rank Order List With 20 or More Ranks:

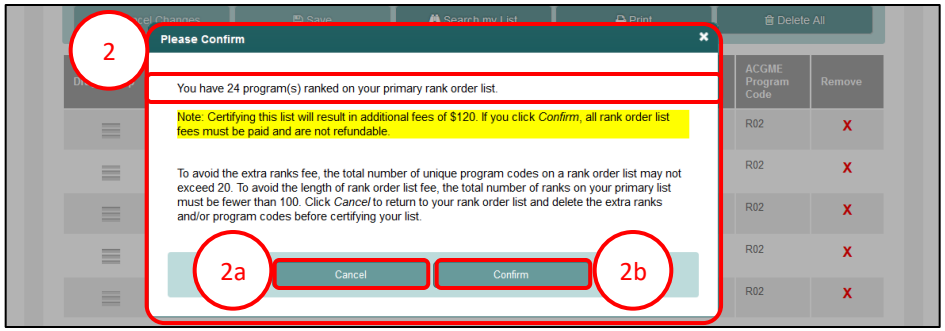
Extra fees apply if you rank more than 20 unique program codes on a rank order list and/or if a ROL is certified with 100 or more ranks. If a ROL is certified with additional ranks and/or more than 100 ranks, extra fees will be due at the time of certification. Extra rank fees and length of rank order list fees are NOT REFUNDABLE if a shorter list is certified at a later time. Refer to the NRMP website for current fee amounts.

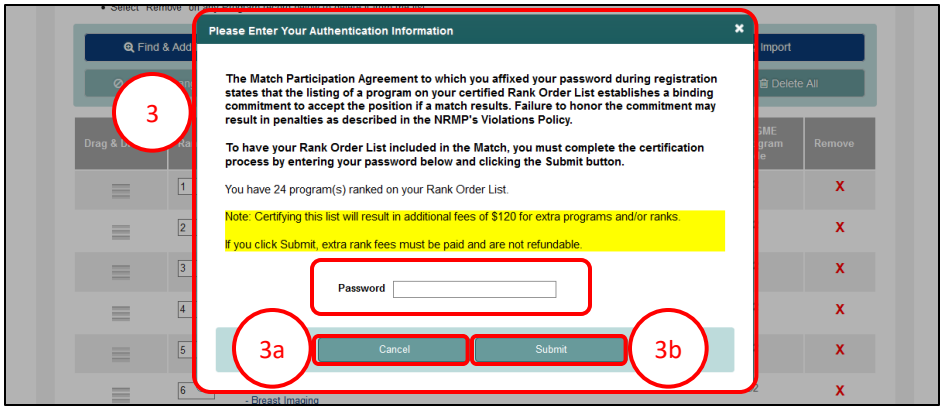
1. From the **Applicant Rank Order List** screen, click **Certify List**.

2. The **Please Confirm** pop-up displays indicating you have more than 20 ranks on your ROL. The example displays 24 ranks.
    a. Click **Cancel** to edit your list to 20 or fewer ranks.
    b. Click **Confirm** to certify the ROL and pay for the extra ranks.

3. After clicking **Confirm**, the **Please Enter Your Authentication Information** pop-up displays.
    a. Click **Cancel** to edit your list to 20 or fewer ranks.
    b. Enter your password in the **Password** field and click **Submit**.



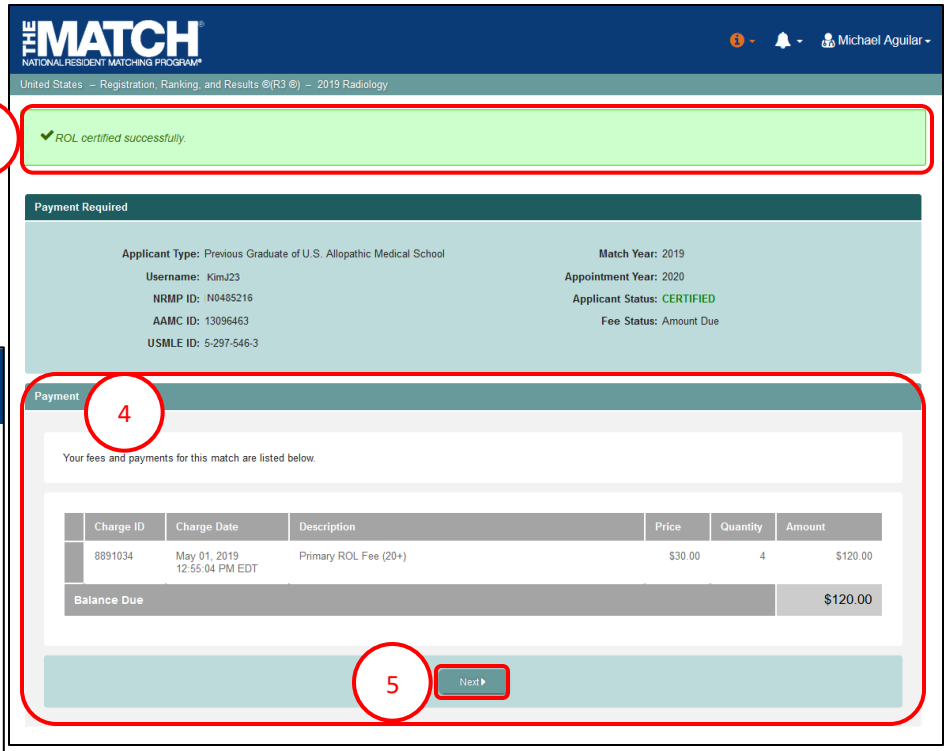


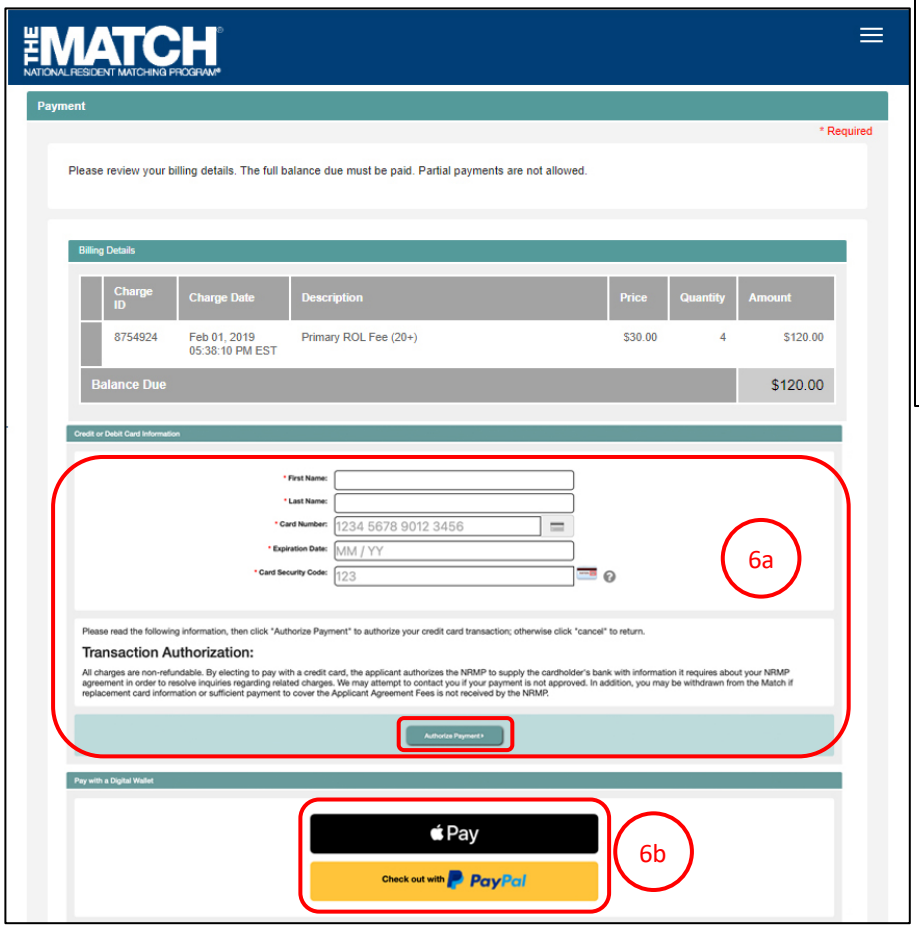


Certifying a Rank Order List With 20 or More Ranks, continued:

4. The **Payment** screen displays the fees due.
    a. The green note confirms rank order list certification.

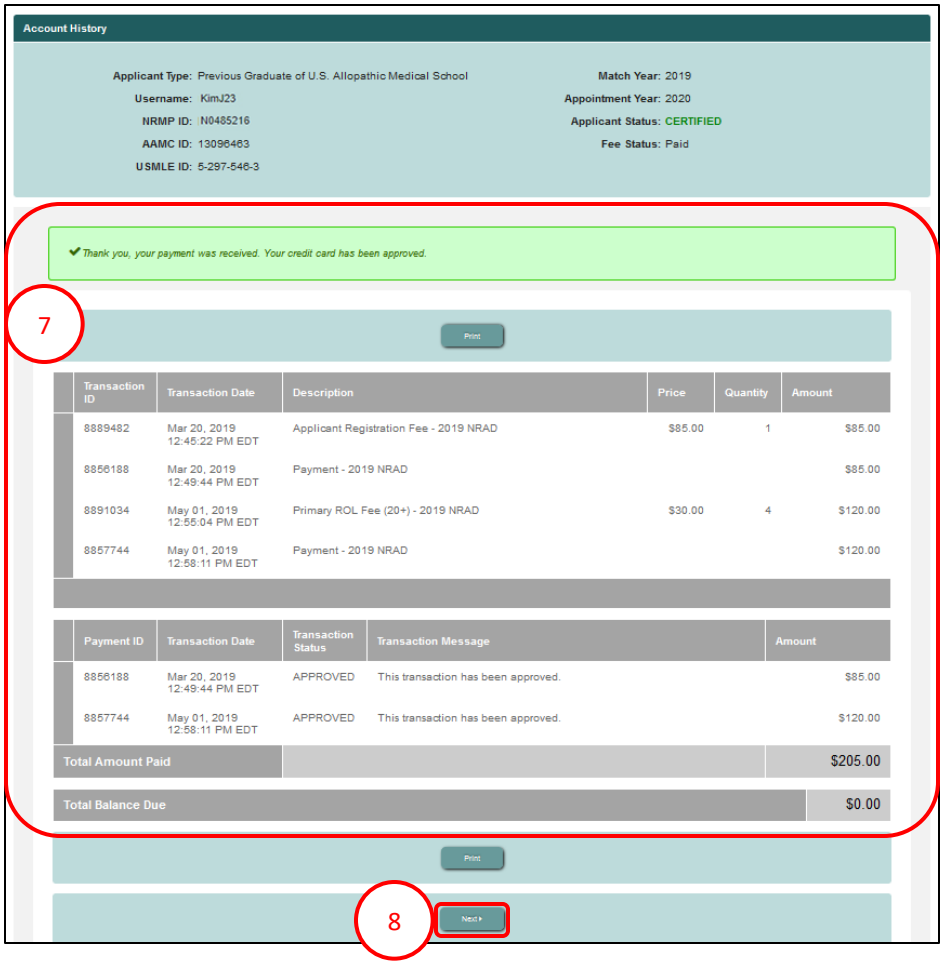
5. Click **Next** to pay for the extra ranks.





6. Choose one payment option:
    a. CREDIT CARD: Enter your credit card details in the appropriate fields and click **Authorize Payment**.
    b. MOBILE: Select **Apply Pay** or **PayPal**. Follow the steps within the mobile payment popup to complete payment.

Certifying a Rank Order List With 20 or More Ranks, continued:

7. Payment confirmation displays. You may print the page as a receipt.

8. Click **Next** to return to the **Match Home Page**.