

Managing Students & Graduates

Main Residency Match



Users:

- School Officials (SOs)
- School Administrators (SAs)

THE MATCH[®]

[Home](#) [Switch](#) [Options](#) [School](#) [Michelle Carter](#)

United States – Registration, Ranking, and Results ©(R3 ©) – 2018 Main Residency Match

Students and Graduates

My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018

Role: School Official

Username: [MichelleCarter](#)

There are 14 students who have completed Registration for the Match for this school; 2 additional applicant(s) are still in INITIAL status.

- You may edit the graduation date for any fully registered student by clicking the Grad Date link and editing it on the corresponding modal window.
- You can withdraw any US Senior who no longer plans to participate in the Match by clicking the Withdraw link then selecting the appropriate reason.
- Alternatively you may reinstate a withdrawn US Senior by clicking on the Reinstate link.
- If an applicant's User Type is incorrect, please contact the HRMP to have it modified.
- Once the Graduation verification period begins on 15-Jan-18 you will see additional options on the screen

NRMP ID	AAMC ID	USMLE ID	Name	User Type	Status	Withdraw/ Reinstate	Grad Date
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487954	15632888	5-555-555-5	Donaldson, Misty	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487950	19732753	5-555-555-5	DuFrane, Vince	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487956	19357547	5-555-555-5	Goldberg, Erica	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487946	16745239	5-555-555-5	Hernandez, Emelio	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487960	17335685	5-555-555-5	Maeo, Hiromi	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0485470	14658994	5-555-555-5	Magee, Patti	US_GRAD	ACTIVE		Jun 2017
N0487966	17325637	5-555-555-5	Manning, Darrin	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0485466	14326987	5-555-555-5	McElroy, Susan F	US_GRAD	ACTIVE		Jun 2017

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

When the Main Residency Match opens, school officials and administrators use the **Students and Graduates** page in the Registration, Ranking, and Results (R3®) system to:

- Monitor applicants (both seniors and graduates) who have registered for the Match.
- Edit and update applicant graduation dates.
- Withdraw and reinstate U.S. seniors only. Graduates and Canadian students are not sponsored applicants and are thus responsible for withdrawing and reinstating themselves.

Login:

1. Enter the **Username** and **Password** you created for accessing the R3 system.
2. Click **Login**.

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

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

Login

* 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

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

Match Home Page:

3. Your school name, role, username, and Match year display.
4. Your school's applicant status table displays.
5. Main Residency Match event dates display.

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

Match Home Page

My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018
 Role: School Official
 Username: [MichelleCarter](#)

There are 16 Applicants from your school in this Match. [Review Applicants](#)

Status	US Seniors	US Graduates	Total
INITIAL - Not yet completed Registration	2	0	2
ACTIVE - Complete Registration, no Rank Order List	10	4	14
RANKING - Rank Order List present, Not Certified	0	0	0
CERTIFIED - Ready for the Match	0	0	0
WITHDRAWN - Was withdrawn from the Match	0	0	0
Total Number of Applicants in School	12	4	16

You have not loaded a student list for use in Student Participation Status Verification. Click this button if you would like to do so now. [Upload Student List](#)

2018

Jan 15	Rank order list entry begins at 12:00 noon ET for all users
Feb 21	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 16	Match Day! Match results released in R3® system at 1:00 p.m. ET.

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

6. There are two options to view your students and graduates.
 - a. Click **School** → **Students and Graduates**.
 - b. Click the **Review Applicants** button.

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NATIONAL RESIDENT MATCHING PROGRAM®

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

Match Home Page

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 Role: School Official
 Username: [MichelleCarter](#)

There are 16 Applicants from your school in this Match. [Review Applicants](#)

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CERTIFIED - Ready for the Match	0	0	0
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Total Number of Applicants in School	12	4	16

Students and Graduates:

This page displays the applicants who have registered for the Match to date and their current Match status. The data and functionality on this page will change throughout the Match season to allow you to verify each applicant's graduation status and USMLE score.

1. The note identifies the total number of applicants registered in ACTIVE status and the total number in INITIAL status.
 - a. **ACTIVE Status:** Applicant has registered, signed the Match Participation Agreement, and paid the Match fee.
 - b. **INITIAL Status:** Applicant has begun the registration process, but has not yet completed it.
2. The table displays ACTIVE applicant details. By default, the list displays 50 applicants at a time.

Edit Graduation Date:

3. Find the applicant with the incorrect graduation date, and click the blue graduation link in the **Grad Date** column.

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

Students and Graduates

My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018

Role: School Official
Username: [Michelle Carter](#)

There are 14 students who have completed Registration for the Match for this school; 2 additional applicant(s) are still in INITIAL status.

- You may edit the graduation date for any fully registered student by clicking the Grad Date link and editing it on the corresponding modal window.
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- Alternatively you may reinstate a withdrawn US Senior by clicking on the Reinstate link.
- If an applicant's User Type is incorrect, please contact the NRMP to have it modified.
- Once the Graduation verification period begins on 15-Jan-18 you will see additional options on the screen.

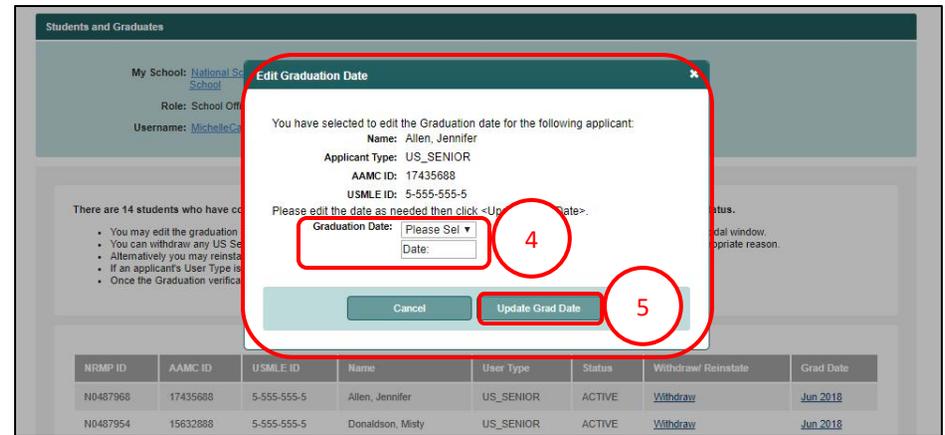
NRMP ID	AAMC ID	USMLE ID	Name	User Type	Status	Withdraw/ Reinstate	Grad Date
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487954	15632888	5-555-555-5	Donaldson, Misty	US_SENIOR	ACTIVE	Withdraw	
N0487950	19732753	5-555-555-5	DuFrane, Vince	US_SENIOR	ACTIVE	Withdraw	
N0487956	19357547	5-555-555-5	Goldberg, Erica	US_SENIOR	ACTIVE	Withdraw	
N0487946	16745239	5-555-555-5	Hernandez, Emelio	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487960	17335685	5-555-555-5	Mao, Hiromi	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0485470	14658994	5-555-555-5	Magee, Patti	US_GRAD	ACTIVE		Jun 2017
N0487966	17325637	5-555-555-5	Manning, Darrin	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0485466	14326987	5-555-555-5	McElroy, Susan F	US_GRAD	ACTIVE		Jun 2017
N0485414	14335795	5-555-555-5	McLain, Lacie	US_GRAD	ACTIVE		Jul 2016
N0487962	17426089	5-555-555-5	Parfington, Gail	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0485418	14795563	5-555-555-5	Peters, Joseph	US_GRAD	ACTIVE		Jul 2016
N0487964	19535679	5-555-555-5	Prue, Olivia	US_SENIOR	ACTIVE	Withdraw	May 2018
N0487952	17255443	5-555-555-5	Wells, Ashley	US_SENIOR	ACTIVE	Withdraw	Jun 2018

1 to 14 of 14 rows

Show 200 Results per Page

Edit Graduation Date, Continued:

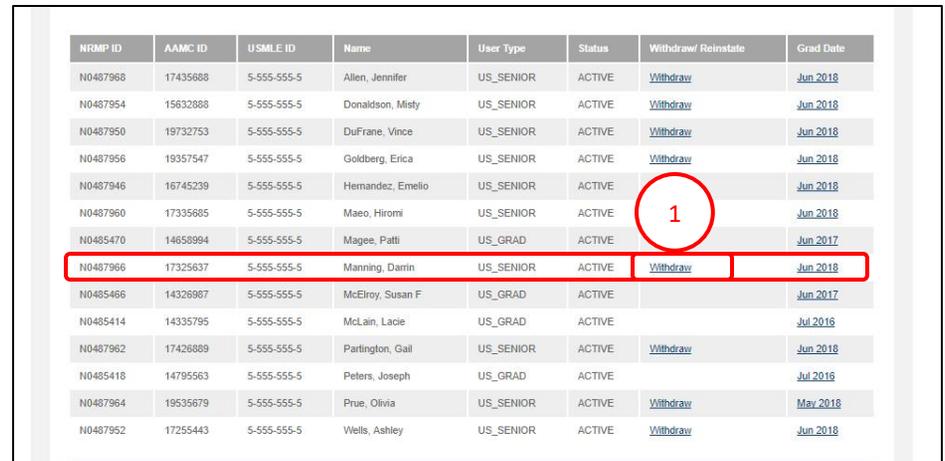
- The **Edit Graduation Date** pop-up displays.
 - Click the drop-down arrow to change the month.
 - Enter the correct year in the **Date** field.
- Click **Update Grad Date**.
- The edited date displays on the **Students and Graduates** page.
- Repeat the above steps to edit other applicant graduation dates.



Withdraw U. S. Seniors:

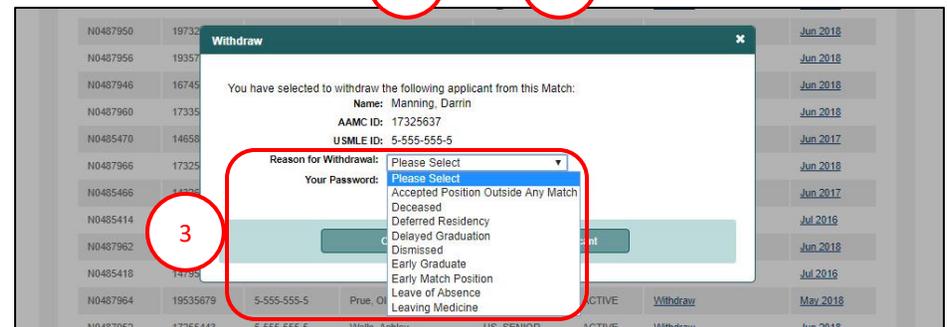
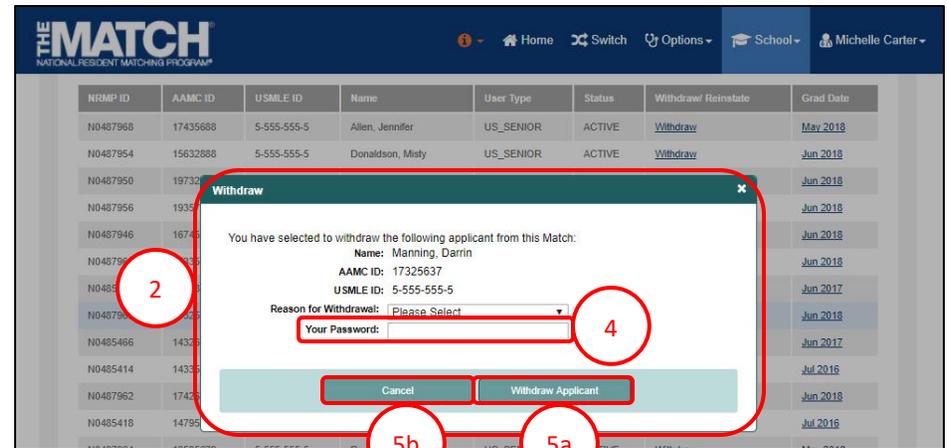
U.S. senior students may be withdrawn from the Match due to a variety of academic and non-academic factors. Both MD and DO seniors are sponsored applicants and cannot withdraw themselves. A school official or administrator must complete the withdrawal. Conversely, a school official or administrator cannot withdraw a previous graduate from the Match. Previous graduates must withdraw themselves.

- Find the senior to be withdrawn and click the blue **Withdraw** link in the **Withdraw/Reinstate** column.



Withdraw U.S. Seniors, Continued:

2. The **Withdraw** pop-up displays.
3. Select the **Reason for Withdrawal** from the drop-down menu.
4. Enter your password in the **Your Password** field.
5. Click:
 - a. **Withdraw Applicant** to complete the withdrawal.
 - b. **Cancel** to return to the Students and Graduates page.
6. The **Withdraw/Reinstate** column displays **Reinstate**.



NRMP ID	AAMC ID	USMLE ID	Name	User Type	Status	Withdraw/ Reinstate	Grad Date
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N0487960	17335685	5-555-555-5	Maeo, Hiromi	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0485470	14650994	5-555-555-5	Magee, Patti	US_GRAD	ACTIVE	Withdraw	Jun 2017
N0487966	17325637	5-555-555-5	Manning, Darrin	US_SENIOR	WITHDRAWN	Reinstate	Jun 2018
N0485466	14326987	5-555-555-5	McElroy, Susan F	US_GRAD	ACTIVE	Withdraw	Jun 2017
N0485414	14335795	5-555-555-5	McLain, Lacie	US_GRAD	ACTIVE	Withdraw	Jul 2016
N0487962	17426889	5-555-555-5	Partington, Gail	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0485418	14795563	5-555-555-5	Peters, Joseph	US_GRAD	ACTIVE	Withdraw	Jul 2016
N0487964	19535679	5-555-555-5	Prue, Olivia	US_SENIOR	ACTIVE	Withdraw	May 2018
N0487952	17255443	5-555-555-5	Wells, Ashley	US_SENIOR	ACTIVE	Withdraw	Jun 2018

Reinstate U.S. Seniors:

1. Find the senior to be reinstated and click the blue **Reinstate** link in the **Withdraw/Reinstate** column.
2. The **Reinstate** pop-up displays.
3. Enter your password in the **Your Password** field.
4. Click:
 - a. **Reinstate Applicant** to complete the reinstatement.
 - b. **Cancel** to return to the Students and Graduates page.
5. The student's status will display **Withdraw** on the **Students and Graduates** page.

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The screenshot shows the 'THE MATCH' National Resident Matching Program interface. At the top, there is a navigation bar with 'Home', 'Switch', 'Options', 'School', and a user profile for 'Michelle Carter'. Below the navigation bar is a table of applicants, similar to the one in the previous image. A 'Reinstate' pop-up dialog box is overlaid on the table, centered on the row for Darrin Manning (NRMP ID: N0487966). The dialog box contains the following text: 'You have selected to reinstate the following applicant to this Match: Name: Manning, Darrin; AAMC ID: 17325637; USMLE ID: 5-555-555-5'. Below this text is a 'Your Password:' field with a red circle '3' around it. At the bottom of the dialog box are two buttons: 'Cancel' (with a red circle '4b' around it) and 'Reinstate Applicant' (with a red circle '4a' around it). A red circle '2' is also around the 'Reinstate' link in the table. At the bottom of the page, there is a pagination control showing '1 to 14 of 14 rows' and a 'Show 200 Results per Page' dropdown.