

Managing Students & Graduates

Main Residency Match



Users:

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

States – Registra	ation, Ranking, and	Results @(R3 @) -	2018 Main Residency Match	r			
lente and Cradus	stae						
	iies						
Му	School: National	School of Medicine a	ind Health Sciences - Test	м	latch Year: 2018		
	Role: School C	official					
Us	ername: Michellet	Carter					
There are 14 st	udents who have	completed Registra	tion for the Match for this	school; 2 additional a	pplicant(s) are s	till in INITIAL status.	
- Vou mai	edit the graduatio	n date for any fully re	egistered student by clicking t	the Grad Date link and	editing it on the o	orresponding modal window.	
- rouma	y can are graduate				is also and the last of the second		
 You can Alternation 	withdraw any US	Senior who no longer	plans to participate in the M Senior by clicking on the Re	atch by clicking the Wit instate link	noraw link men s	electing the appropriate reaso	on.
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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.

	6 -	🔒 Login	🚑 Register
United States – Registration, Ranking, and Results ©(R3 ©)			
Login			
			* Required
Appleants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current	Match, enter the	m here.	

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.

h Home F	Page			
	My School: National School of Medicine and Health Sciences - Test School Role: School Official	Match Year: 2018		
There	e are 16 Applicants from your school in this Match.		✓ Review	Applicants
Sta	stus	US Seniors	US Graduates	Total
INF	TIAL - Not yet completed Registration	2	0	2
AC	TIVE - Complete Registration, no Rank Order List	10	4	14
RA	NKING - Rank Order List present, Not Certified	0	0	0
CE	RTIFIED - Ready for the Match	0	0	0
VVI	THDRAWN - Was withdrawn from the Match	0	0	0
Tot	al Number of Applicants in School	12	4	16 4
You h would	nave not loaded a student list for use in Student Participation Status Verificat I like to do so now.	tion. Click this button if you	Vpload Student L	ist)
		2040		
Jan 15	Rank order list entry begins at 12:00 noon ET for all users	2016		
Feb 21	Rank Order List Deadline and deadline to withdraw from the Main Reside Rank order lists must be certified no later than 9:00 p.m. ET.	ency Match!		<u> </u>
Mar 16	Match Day! Match results released in R3 [®] system at 1:00 p.m. ET.			5

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



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.

	nion, Ranking, and	Results @(R3 @) -	2016 Main Residency Match				
tudents and Gradua	ites						
My Us	School: <u>National 3</u> School Role: School O ername: <u>MichelleC</u>	School of Medicine a fficial Carter	and Health Sciences - Test	м	atch Year: 2018	8	
 If an ap; Once th 	olicant's User Type e Graduation verific	is incorrect, please c cation period begins	contact the NRMP to have it r on 15-Jan-18 you will see ad	modified. Iditional options on the :	screen		
NRMP ID	AAMC ID	U SMLE ID	Name	User Type	Status	Withdraw/ Reinstate	Grad Date
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487968 N0487954	17435688 15632888	5-555-555-5 5-555-555-5	Allen, Jennifer Donaldson, Misty	US_SENIOR US_SENIOR	ACTIVE	Withdraw Withdraw	<u>Jun 2018</u>
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Edit Graduation Date, Continued:

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

My	School: National S	Edit Graduat	ion Date				
	Role: School Of	T					
Us	ername: <u>MichelleC</u>	You have :	selected to edit the Gradu Name: Allen, Je	ation date for the follo	wing applican <mark>t</mark> :		
			Applicant Type: US_SEN	IOR			
			AAMC ID: 1743568	8			
			USMLE ID: 5-555-55	5-5			
You ma You car Alternal If an ap Once the	y edit the graduation withdraw any US S ively you may reinst plicant's User Type i e Graduation verific	e a a	raduation Date: Please S Date:		aler.	: dal window. opriate reaso	n
			Cancel	Update Grad I	Date	5	
the second se	AAMC ID						Grad Date
NRMP ID							
NRMP ID N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	Withdraw	Jun 2018

NRMP ID	AAMC ID	U SMILE ID	Name		Status	Withdraw/ Reinstate	Grad Date
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	Withdraw	May 2018

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.

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

NRMP ID		U SMLE ID	Name	User Type		Withdraw/ Reinstate	
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
N0 <mark>4</mark> 87950	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	\frown	Jun 2018
N0487960	17335685	5-555-555-5	Maeo, Hiromi	US_SENIOR	ACTIVE	(1)	Jun 2018
N0485470	14658994	5-555-555-5	Magee, Patti	US_GRAD	ACTIVE	\bigcirc	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	17426889	5-555-555-5	Partington, Gail	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0485418	14795563	5-555-555-5	Peters, Joseph	US_GRAD	ACTIVE		Jul 2016
N0 <mark>4</mark> 87964	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

Withdraw U.S. Seniors, Continued:

- 2. The Withdraw pop-up displays.
- 3. Select the **Reason for Withdrawal** from the dropdown 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.

				🔞 👻 👫 Home	Switch	😲 Options 🗕 🎓 S	ichool 🗸 & Michelle Carter 🗸
NRMP ID	AAMC ID	U SMLE ID	Name	User Type	Status	Withdraw/ Reinstate	Grad Date
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	Withdraw	May 2018
N0487954	15632888	5-555-555-5	Donaldson, Misty	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487950	19732						Jun 2018
N0487956	1935	ndraw				~	Jun 2018
N0487946	16745	ou have selected to	o withdraw the following	applicant from this M	atch:		Jun 2018
N048796	235		Name: Manning, D	arrin			<u>Jun 2018</u>
N0485	2		USMLE ID: 5-555-555-5	5	\sim		<u>Jun 2017</u>
N048796	525	Reason for V	Vithdrawal: Please Sele	ect	· /		<u>Jun 2018</u>
N0485466	14325	Your	Password:		-\ ⁴	/ /	Jun 2017
N0485414	14335				$\underline{\sim}$		Jul 2016
N0487962	17428	l	Cancel	Withdraw	Applicant		<u>Jun 2018</u>
N0485418	14795						Jul 2016
N0497004	40535670	E EEE EEE E	5b J	10.00	5a 🖵	A GR descu	May 2010
		-					1
N0487950	19732 With	ndraw				×	<u>Jun 2018</u>
N0487956	19357						<u>Jun 2018</u>
N0487946	16/45 Y	ou have selected to	withdraw the following a Name: Manning, D	applicant from this M arr <mark>i</mark> n	atch:		<u>Jun 2018</u>
N0467960	17335		AAMC ID: 17325637				<u>Jun 2018</u>
N0485470	14058	Reason for V	Vithdrawal: Please Sele) ict	-		<u>Jun 2017</u>
N0407300	1/325	Your	Password: Please Sele	ct poition Outoido Any A	Intoh		<u>JUII 2016</u>
N0405400	\frown		Deceased	usition Outside Any n	atch		JUII 2017
N0403414	3	1	c Delayed Gra	aduation	a nt		Jun 2019
N0485418	\checkmark	6	Early Gradu	ate			Jul 2016
N0487964	19535679	5,555,555,5	Poue OI Leave of Ab	Position	CTIVE	Withdraw	May 2018
N0487952	17255443	5,555,555,5	Wells Ashley	dicine	ACTIVE	Withdraw	Jun 2018
NRMP ID	AAMC ID	U SMLE ID	Name	User Type	Status	Withdraw/ Reinstate	Grad Date
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	Withdraw	May 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	<u>Jun 2018</u>
N0487956	19357547	5-555-555-5	Goldberg, Erica	US_SENIOR	ACTIVE	Withdraw	Jun 2018
N0487946	16745239	5-555-555-5	Hemandez, Emelio	US_SENIOR	ACTIVE	Withdraw	<u>Jun 2018</u>
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		<u>Jun 2017</u>
N0487966	17325637	5-555-555-5	Manning, Darrin	US_SENIOR	WITHDRAWN	Reinstate	<u>Jun 2018</u>
N0485466	14326987	5-555-555-5	McElroy, Susan F	US_GRAD	ACTIVE		<u>Jun 2017</u>
N0485414	14335795	5-555-555-5	McLain, Lacie	US_GRAD	ACTIVE	6	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		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

6. The Withdraw/Reinstate column displays Reinstate.

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.

NRMP ID	AAMC ID	U SMLE ID			Status	Withdraw/ Reinstate	Grad Date
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	Withdraw	May 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	WITHDRAWN	Reinstate	<u>Jun 2018</u>
N0485466	14326987	5-555-555-5	McElroy, Susan F	US_GRAD	ACTIVE		<u>Jun 2017</u>
N0485414	14335795	5-555-555-5	McLain, Lacie	US_GRAD	ACTIVE	1	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		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

