NATIONAL RESIDENT MATCHING PROGRAM®

Navigating the Registration, Ranking, and Results[®] (R3[®]) System

Specialties Matching Service

Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)



Login Screen:

Note: to view the menu options on a mobile device, click the menu button in the top right corner.

- 1. **Login Fields**: enter username and password into fields to log in once you' have created an account.
- 2. **Support**: click to access role-specific guides that provide instruction for completing R3 system tasks.
- 3. **Announcements:** click to read the latest announcements and reminders from NRMP, if any.
- 4. **Register**: applicants click this button to register for the Match.

United States – R3®		
All Returning Users		
		* Required
Applicants and Staff from Institutio a current Match, enter them here	vns, Hospitals, Programs, or Schools. If you have already created a Username and Pa	issword for
I fargatmy Username or Passwore	* Paseword:	
	Login 🕨	



DESKTOP VIEW



Main Menu Options:

The buttons on the main navigation bar and sub-menus appear only when they are relevant to the matching process. For example, the orange Unfilled List button appears on Match day at 12:00 p.m. Eastern Time.

Note: to view the menu options on a mobile device, click the menu button in the top right corner.

- 1. **Home:** click to return to the Match Home Page for the programs you are currently managing.
- 2. **Switch**: click to return to your Matches & Roles page to choose another Match to manage, if applicable.
- 3. **Options**: click to access sub-links: View Agreement, Applicant Match History, Program Directory, Current Match Applicants, Reports, and Add New Program.
- 4. **Unfilled List**: click to view information about programs that did not fill all of their positions when the matching algorithm was processed. This button is available 12:00 p.m. Eastern Time on Match day to institutions and programs that did not fill.
- 5. **Your Name**: click to access your account information. Links available:
 - Profile update your name, degree, job title, address, and contact information
 - Security Info update your username, password, and security questions
 - Logout- log out of the R3 system



Rank Order List:

The rank order list option is available only after ranking begins.

Follow the instructions below to view your rank order list once ranking has opened.

To enter a rank order list, you must first select the program.

1. After login, click on your **Role & Institution Name** for the appropriate Match.

MATCH TIONAL RESIDENT MATCHING PROGRAM			0-	🕨 🕈 Julia Matthews 🗸
ited States – Registration, Ranking, and	Results @(R3 ®)			
▲ Indicates match has pending task	s requiring your attention. Place your	mouse over any yellow icon for more info.		
Matches & Roles				
You currently have the capability to Click on your Role & Institution Nar Main Match	act in 3 role/match combinations as I me for the appropriate Match you wish	sted below. 😡		_
Match	Match Status 🛞	Your Role & Institution Name	City	State
Main Residency Match		Inst Official Secondary Test Institution	Anytown	DC
Fellowship Matches				_
Match	Match Status 1	Your Role & Institution Name	спу	State
Pediatric Surgery	MATCHING	Inst Official Secondary Test Institution	Anytown	DC
Radiology	MATCHING	Inst Official Secondary Test Institution	Anytown	DC

DESKTOP VIEW

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United States - R3 @ - 2017 Pediatric Surgery		
🛕 Indicates match has pending tasks requiring your attention. Place your mouse over any yellow icon for more info.		
Natches & Roles		
You currently have the capability to act in 3 role/match combinations as listed below.		
Nain Malch		
Main Read/ency Match Match Status @: REGISTRATION Your Rule & Institution Name: Inst Official Secondary Test Institution City: Anytown, DC		
Polovenkji Matches		
Pediatric Surgery Match Status @: MATCHING Your People B Institution Manage Lear Official Researchers Text Institution		

Rank Order List, Continued:

2. The Match Home Page displays. Click the **Program Description** link to select the program.

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United States – Registration, Ranking, and	l Results ®(R3 ®) – 2017 F	ediatric Surgery						
Match Home Page								
My Institution: <u>Second</u> Role: Institutio Username: <u>imatthe</u>	ary <u>Test Institution</u> - Anytow on Official <u>WS</u>	a, DC	M	latch Yea ment Yea	r: 2017 r: 2018			
You currently have 1 Active Pro	ogram in the Match. Click a F	Program Description to man	age the Program.					
Program Description	NRMP Program Code	Program Status	Program Direc	ctor		Re	eversions	Current Quota
Pediatric Surgery	1894445F0	ACTIVE	Charlotte Lee (Pledged o	on May 10, 2	2017) DO) R0	2
Pediatric Surgery/Research	1894445F1	NOTPARTICIPATING	Charlotte Lee (Pledged o	on May 10, 2	2017) DO) R0	1
Match Event	Start Date				End Da	te		_
Match Event	Start Date 01 May 20	17 12:00 PM EDT			End Da	te 2017 09:00 PM	EDT	

DESKTOP VIEW

NATIONAL R	ESDENT WATCHING PROGRAM [®] es - R3 @ - 2017 Pediatric Surgery	
Match Hor	me Page	
	My institution: <u>Secondary Test Institution</u> - Anylown, DC Role: Institution Official Username: <u>institueus</u> Match Year: 2017 Appointment Year: 2018	
You our	rently have 1 Active Program in the Match. Click a Program Description to manage the Program.	
Pediatric S Program Reversion	Surgery (1894445F0) Difector: Charlotte Lee (Pledged on May 10, 2017) ns: D0 R0	

Rank Order List, Continued:

- 3. The **View Program Details** page displays and the **Rank Order List** tab is the first option available.
 - When using a mobile device, you must scroll to view the Rank Order List tab.

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Inited States – Registration, Ranking, and Results ®(R3 ®) – 2017 Pediatric Surgery	
View Program Details	
My Institution: <u>Secondary Test Institution</u> - Anytown, DC Role: Institution Official Username: methodes	Match Year: 2017 Appointment Year: 2018 NRMP Institution Code: 1894
Institution Status: ACTIVE Program Name: Pediatic Surgery Program Type: Fellowship Program Status: ACTIVE	ACGME Inst Code: 1001 NRMP Program Code: <u>1894445F0</u> ACGME Program Code: 4456543210
Rank Order List 3	1
Status	11
Quota	*
Change Requests & Approvals	•
Program Director/Coord	*
Public Contact	×
Reversions	*

DESKTOP VIEW

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United States - R3 © - 2017 Pediatric Surgery				
View Program Details		^o	Rank Order List	
My institution: Secondary Test Institution - Anytown, DC			Status	
Role: Institution Official	\sim		1980 AL	
Usemame: <u>Inatthews</u>			Quota	
in stitution Status: ACTIVE			Change Deguade 8 Approvale	
Program Name: Pediatric Surgery			Change Requests & Approvais	
Program Type: Felowship			Program Director/Coord	
Program Status: ACTIVE		۰.	Frogram Director/Coord	(B)
Match Year: 2017			Public Contact	
Appointment Year: 2018				
NRMP Institution Code: 1894			Reversions	
ACGME Inst Code: 1001				