

Token Redemption & New User Registration

Main Residency Match and Specialties Matching Service

**This guide is for new users who do not have an account in the R3[®] system. **

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

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The following program (1000445F0 - Pediatric Surgery) at your institution is participating in the Pediatric Surgery Match. Please visit <u>www.nmmp.org</u> for the schedule of Match events. Information about your program, including the quota, has been preloaded in the Registration, Ranking, and Results® (R3®) system. To ensure the highest level of security and confidentiality, only registered users can access the R3 system using a unique email, username, and password. R3 System Access AN INRMP Matches are managed through the R3 system. First-lime users of the software are sent, via the email address on file, a token code (<i>one-time use only</i>) that must be changed to a username and password of the user's choice. Your token is: <u>https://r3.nmp.org/validateToken?tokenCode=yDFU%SEYKR7a&emailAddress=doogle%40mailinator.com&tenantId=100</u> To access the R3 system: 1. Click on the token link above. Alternatively, copy into a browser. 2. Follow the on-screen instructions to create a username and password of your choice. You will be prompted to enter your profile information. The NRMP is unable to retrieve your unique login information, and you must reset your password if you forger it. 2. Commission the access the new program is a unique mail, users and assessed user escented user escented user escented user escented user escented user escented user. So will be prompted to enter your profile information. The NRMP is unable to retrieve your unique login information, and you must reset your password if you forger it. 3. Commission the barterale program and password of your choice. You will be prompted to enter your profile information. The NRMP is unable to retrieve your unique login information. And you must reset your password if your forger it.	e ubject: NRMI	P Token Code Link ATCHING PROGRAM IDENT MATCHING PROGRAM atric Surgery Program Director:														
All NRMP Matches are managed through the R3 system. First-time users of the software are sent, via the email address on file, a token code (<i>one-time use only</i>) that must be changed to a username and password of the user's choice. Your token is: https://r3.nrmp.org/validateToken?tokenCode=yDFU%SEYKR?a&emailAddress=doogle%40mailinator.com&tenantId=100 To access the R3 system: I. Click on the token link above. Alternatively, copy into a browser. I. Follow the on-screen instructions to create a username and password of your choice. You will be prompted to enter your profile information. The NRMP is unable to retrieve your unique lign information, and you must reset your password if you forget it. I. Commission the selectation passed of it your choice. You will be prompted to enter your profile information. The NRMP is unable to retrieve your unique lign information, and you must reset your password if you forget it. I. Commission the selectation passed and accesses here and assessed and accessed and camping the Match. Dadiein align. Accessment. If you kit a passed and accesses the Match. Dadiein align. Accessment I. Huw list a password if your forget it. I. Solution the selectation passed and accesses here and assessed and accessed and camping the Match. Dadiein align. Accessment I. Huw list a passed and accesses to a longer of the selectation password if your forget it. I. Solution the selectation passed and accesses to a longer on an accesse to a second accesses and accesses to a longer on a second accesses and accesses to a longer on a second accesses and accesses to a longer on a longer on a longer on a longer on a second accesses and accesses to a longer on a longer	Information abo registered user R3 System Ac	out your program, including the q rs can access the R3 system usin	uota, has been preid g a unique email, us	aded in the Regis ername, and pass	stration, sword.	Ranki	ing, and Res	ults® (F	R3®) syste	em. To	ensure	the highest le	evel of secu	urity and confidential	ity, only	r
Your token Is: https://r3.nrmp.org/validateToken?tokenCode=yDFU3sEYKR7a&emailAddress=doogle%40mailmator.com&tenantid=100 To access the R3 system: Click on the token link above. Alternatively, copy into a browser. Click on the token link above. Alternatively, copy into a browser. Commolds the on-screen instructions to create a username and password of your choice. You will be prompted to enter your profile information. The NRMP is unable to retrieve your unique login information, and you must reset your password if you forget it. Commolds the contribution and exceeded in the username and assecuted usu constant since to interval. Buddlish a parsenant amail assecuted on the contribution and your must reset your password if your forget it. Commolds the contribution to create a username and assecuted usu constant since to interval. It usuallish a parsenant amail assecuted contribution and your must reset your password if your forget it.		thes are managed through the R3 password of the user's choice.	system. First-time	users of the softw	vare are	e sent,	via the emai	l addres	s on file,	a toker	code (d	one-time use	only) that m	nust be changed to a	ř.	
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Note: This Token Redemption & New User Registration guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

If you are an institutional or program user new to R3®, you must redeem a token (one-time use only) to complete the registration process and create a unique username and password.

You will receive an email from NRMP that includes a token code link for the email address to which it was sent. Upon completing your registration, you will receive a second email containing a link to verify your email address.

If you are a new user, but have not yet received the token code email or have difficulty redeeming it, contact NRMP at <u>support@nrmp.org</u> to begin the process.

Getting Started and Step 1: ID Confirmation

1. Review the email message and click the token link.

The R3 system opens in another window on your desktop.

- Review the ID Information. If the information is not correct, contact the NRMP Help Desk at 202-400-2233, toll free at 1-866-653-NRMP (6767), or by email at <u>support@nrmp.org</u>.
- 3. If the ID information is correct, click **I Accept** to accept the **Terms of Use**.

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Step 2: Create Username and Password

Fields with a * are required.

- 1. Create a unique **Username**. Usernames must be at least 6 characters and are <u>case-sensitive</u>.
- 2. Create and confirm a unique **Password**. Your password must:
 - a. Be alphanumeric.
 - b. Contain a total of 8 characters, with 3 characters being an uppercase letter, lowercase letter, a number, or special character (#!\$%).
- 3. Choose a Security Question (1) and enter the Response (1).
- 4. Choose a Security Question (2) and enter the Response (2).
- 5. Click Next.

Step 3: Profile Update

The **Profile Update** screen displays. Click each blue tab to enter your profile information.

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United States - Registration, Ranking, and Result	s @(R3 ®)	
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1. Click the **Name & DOB** tab. Your **Name** and **Date of Birth** information displays. This cannot be edited. If a change is needed, contact the NRMP.

2. Click the **Degree & Job Title** tab. Select your **Degree** and enter your **Job Title**.

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	United States – Registration, Ranking, and Results ®(R3 ®)		
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	Profile Details		
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Confirm Secondary Email Address:		J

USERNAME & PASSWORD

* Country: United States

Please Select.

* Street Address Line 1:

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* Zip/Postal Code

EMATCH

Name & DOB Degree & Job Title

Degree & Job Title

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ID CONFIRMATION

3. Click the Address tab. Enter your address details.

4. Click the **Contact Information** tab. Enter your contact details.

When registration is complete, you will receive an email message with a link to verify your email address. Click the link in the email to mark your email as verified in your R3 profile. If you do not receive the email verification link, please make sure your email is entered correctly in your R3 profile or check your junk/spam folder.

5. Click Update.

() -

* Required

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PROFILE UPDATE

Token redemption has been completed.

** You are Not Yet Registered **

Although your account has been created, you must electronically sign the Match Participation Agreement to complete your registration.

1. Login with the **Username** and **Password** you just created to continue in the R3 system.

Match Participation Agreement & the Important Notice:

The **Match Participation Agreement** is a <u>binding</u> <u>contract</u>.

Although the entire Agreement is binding upon parties, certain areas may require your specific attention. These are highlighted in the **Important Notice**.

- 2. Scroll to review the **Important Notice**.
- 3. Click Next.



Match Participation Agreement:

- 4. Scroll to review the Match Participation Agreement.
- 5. Enter your password.
- 6. Click I Accept.
 - a. By electronically signing the Agreement, you are entering into a <u>binding contract</u> to conduct your Match affairs consistent with these policies.
 - You cannot complete the Registration process until you accept the Terms and Conditions of the Match Participation Agreement.

You have successfully completed your user registration.

** Verify Email Address **

Although registration is complete, you should verify your email address. Verification improves NRMP's ability to communicate with you.

ch Re	gistration
	Mu Institution: National Medical Center, Test Institution , Washington, DC Match Vear, 2017
	My Role: Program Director Appointment Year: 2018
	Username: dhowser1
ch Pa	rticipation Agreement
	Specialities Matching Service® Match Participation Agreement
	Terms and Conditions of the Specialities Matching Service
	Match Participation Agreement Among Applicants, the NRMP, and Participating Programs
The acc the and	se are the ferms and conditions of the Match Participation Agreement for the Specialtives Matching Service (SMS [®]) that each applicant and program enters into by indicati eplance of these terms and conditions through clicking on the ' <i>l</i> Accept' button on the Registration screen of the Registration, Ranking, and Results [®] (R3 [®]) system. Up NRMP's acceptance of such party's registration, these terms and conditions will be a binding agreement between such party and the NRMP, as well as between such party any other party who executes this SM SMatch Participation Agreement in registering for the same SMS Match and vices registration is accepted by the NRMP.
lf th in S Agr	e NRMP accepts the registration of the applicant or program in question, the NRMP will register the applicant or program, as the case may be, in the SMS as described brie ection 1.0 below. In consideration of this registration, each applicant and program agrees to comply with all of the terms and conditions of this SMS Match Participation eement (also referred to in these terms and conditions as "this Agreement").
Tab	le of Contents
1.0	Introduction to the SMS Matching Program
2.0	Applicants
Fa	niure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party is not to be construed as a waiver of such each or prevent such party from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respe
th Ag	SMS Program and its results. Any representations, promises, or conditions not incorporated in this Agreement will not be binding upon any of the parties. No modification o preement shall be effective unless in writing and executed by the party against whom it is to be enforced.
17	0 Authorization for Release of Test Scores
By Bo so by	Imy electronic signature and as of the date this Agreement is submitted to NRMP. I hereby authorize the National Board of Medical Examiners to release, work, and relaxed Examiners to release, work, and relaxed Examiners to release, work, and relaxed Examiners to RMM upon a particular my USML Exores, COML or not set score(s) utilized in the Match process. I understand and agree that the test score data shall be used to verify test score information providi me or about the value of the score o
A: us re	i set forth in the physician profile section of my Match registration, I have given my consent (or refused as the case may be) to permit my test score data to be ed for research involving the Match and graduate medical education as long as no information clearly and uniquely identifying me is disclosed in studies or ports resulting from such research.
Lþ	Intel June 2018
	5 Password:

Verify Email Address

- 1. View the message in your Inbox.
- 2. Click the **Click here to complete verification** link.
- 3. Navigate to the R3 system home page. Enter your **Username** and **Password** and click **Login**.
- 4. Navigate to the Profile, Contact Information tab.
 - a. Next to your email address, a **VERIFIED** note displays.



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United States – Registration, Ranking, and Results ©(R3 ©)					
All Returning Users					
					* Required
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* Primary Email Address: woodman@mailinator.com * Confirm Primary Email Address: woodman@mailinator.com	Alternate Phone Number		
* Confirm Primary Email Address: rwoodman@mailinator.com	* Primary Email Address	rwoodman@mailinator.com	✓ VERIFIED
	* Confirm Primary Email Address	rwoodman@mailinator.com	
Secondary Email Address:	Secondary Email Address	1	
Confirm Secondary Email Address:	Confirm Secondary Email Address	8	