# Updating Unfilled Positions

Specialties Matching Service

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

***Note: This Updating Unfilled Positions** guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.*

⚠ The NRMP releases the results of the Match at 12:00 p.m. eastern time on the appointed Match Day. All Match results are available to institution and program users via the R3® system. If your program(s) did not fill, you can update your **Unfilled Status** in the R3® system as positions are filled.

### Login:

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

2. Click **Login**.
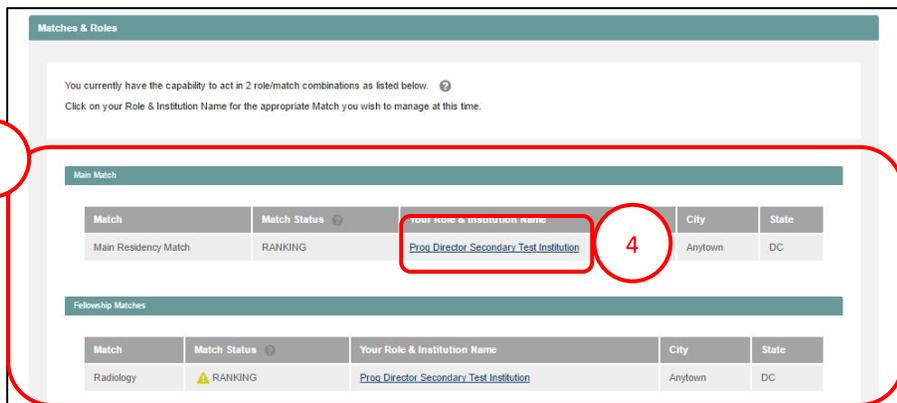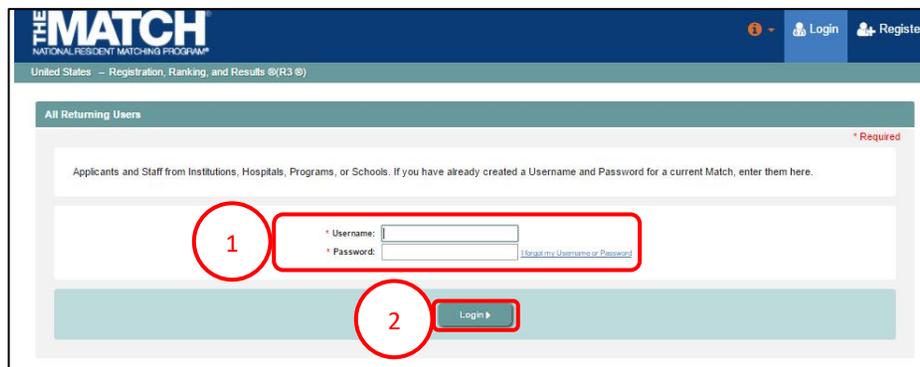
### Matches and Roles Page:

3. If your institution or program participates in more than one Match, the role and Match combinations for your account are displayed.

4. Click on your **Role & Institution Name** for the Match.

## Viewing Unfilled List Details:

Note: Institution and program users whose program(s) filled do not have access to the Unfilled List.

1. From the **Match Home Page**, click **Unfilled List**.

2. A summary of all unfilled programs by specialty displays. Many Matches have only one specialty, but others have multiple specialties and programs may be viewed for each separately.





## Updating Unfilled Positions:

If your program did not fill, it will be listed on the Unfilled Programs List. As positions are filled, update the number of positions remaining to be filled.

1. From the **Match Home Page**, click the **Program Description** link for the program that is to be updated.
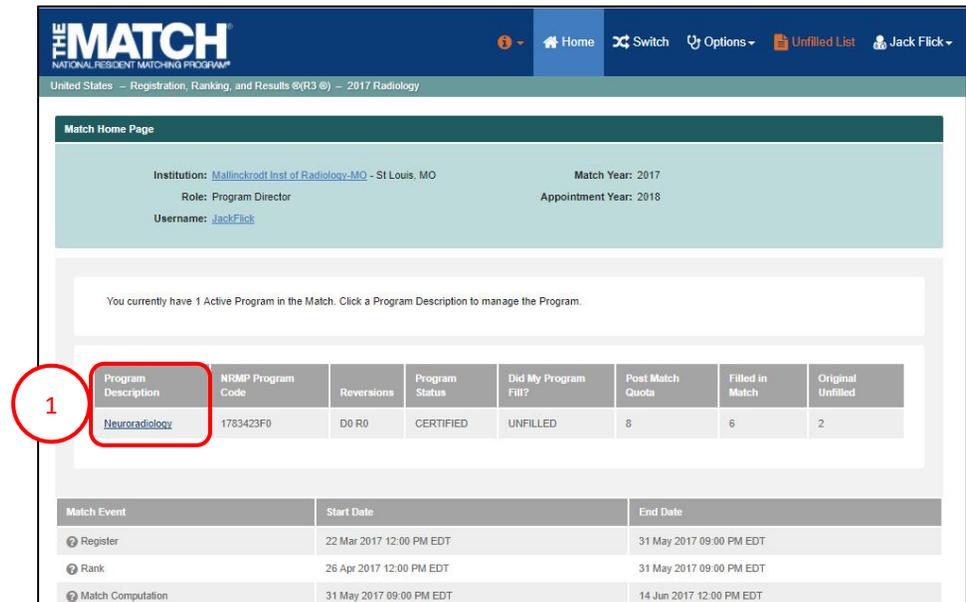
## Updating Unfilled Positions, Continued:

The **View Program Details** page displays.

2.  Click the **Update Unfilled** tab.



3.  The **Update Unfilled** details display. The initial **Current Unfilled** number is the number of positions available after the algorithm was processed

4.  Update the number in the **Current Unfilled** field if positions are filled on or after Match Day. Set the **Current Unfilled** number to zero to remove your program from the Unfilled List. All changes are real-time, and unmatched applicants will view the most current number of available positions in the program.

    a.  Click **Cancel** to cancel any changes.
    b.  Click **Set Current Unfilled** to update the status.
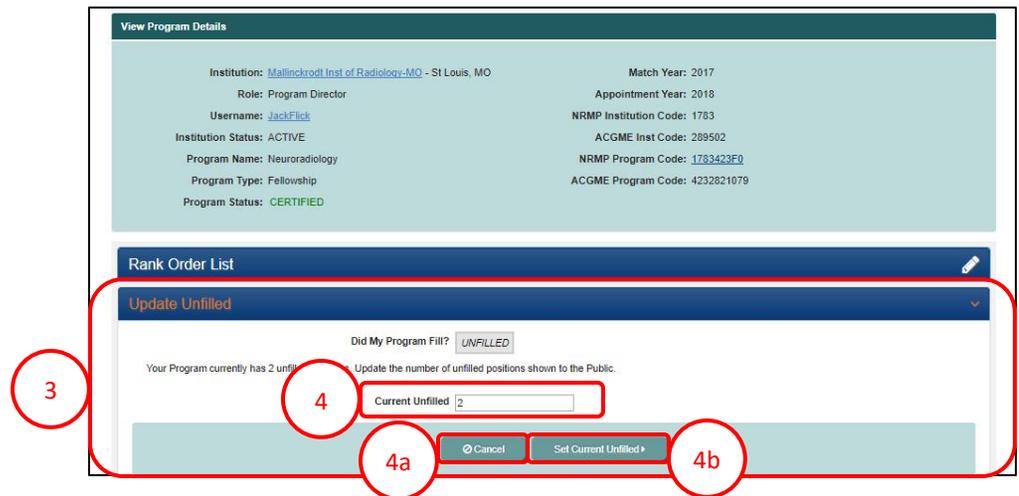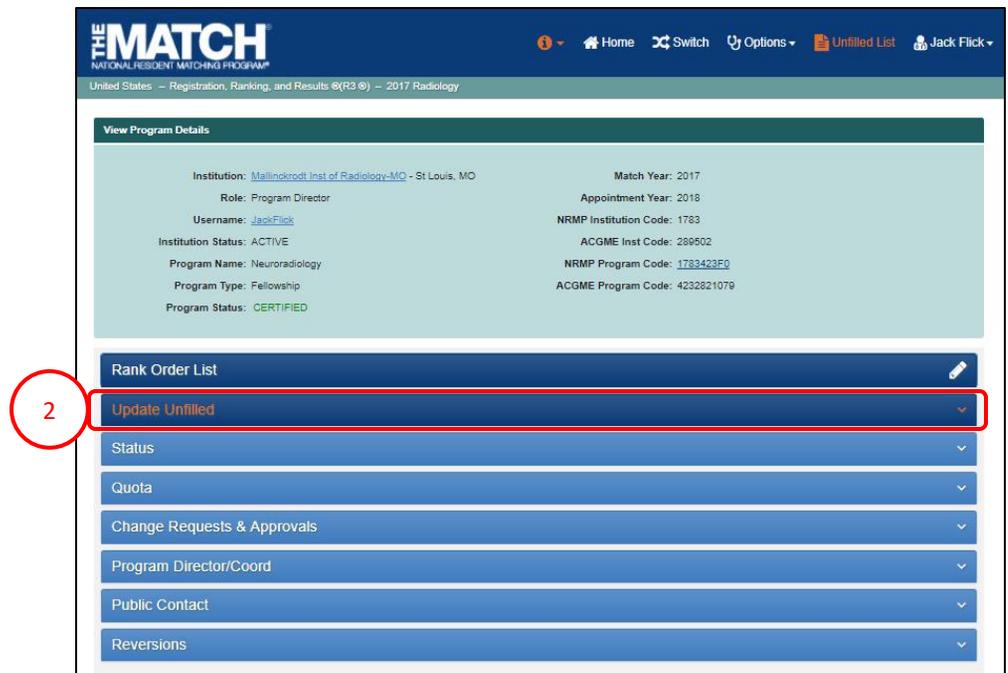
**Updating Unfilled Positions, Continued:**

5. A green note displays indicating the program unfilled status was updated successfully.

6. Once the unfilled status is set to zero, clicking the Unfilled List button displays the **Information** pop-up indicating that access to the Unfilled Programs information is not available.



(5)

✔ Successfully updated program unfilled.



**THE MATCH**
NATIONAL RESIDENT MATCHING PROGRAM®

ℹ ▾    🏠 Home    ⚹ Switch    ⚙ Options ▾    📄 Unfilled List    👤 Jack Flick ▾

United States  – Registration, Ranking, and Results ®(R3 ®) – 2017 Radiology

**Match Home Page**

Institution: Mallinckrodt Inst of Radiology-MO - St Louis, MO          Match Year: 2017
Role: Program Director          Appointment Year: 2018
Username: JackFlick

**Information**                                                              ✖

You may not view the Unfilled Programs information at this time.

Ok

Program
Description

Original
Unfilled