



## Upload a Student List & Edit Student Details



### Main Residency Match

#### Users:

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

Each medical school should upload the names of all senior students who are expected to participate in this year's Match to track who has registered for the Match and to prevent registration of students not eligible to participate. Once a list has been uploaded, the report below displays seniors who have not yet registered. A senior student may not be marked as "not participating" to accept a position outside the Match unless the student is participating in another national matching program. For some early Match specialties, students must obtain positions for their preliminary year training through the NRMP.

The upload list should be entered in the Applicant Data text box below with tabs separating each data element in order. Columns must include the following: AAMC ID, USMLE ID, NBOME ID, First Name, Middle Name, Last Name, and DOB (in the format mm/dd/yyyy). At least one ID per student is required, include tabs for blank columns. See example below. If extracting from Excel, use format **Text (Tab delimited)**.

Data must be input all at once. If you need to re-import at a later date, the system will remove old data and replace it with your new input.

#### Example:

AAMC ID	USMLE ID	NBOME ID	First Name	Middle Name	Last Name	DOB
23456789	6-321-321-7	987654	John	Albert	Smith	10/11/1990
34567890		765432	Mary	Cho-Sun	Kim	01/09/1993
	2-392-929-5		Pradip		Patel	02/28/1991
			Anna	Stewart	Fisher	12/02/1992

#### Applicant Data (Please do not include the header row):

Upload Students

**Note: This Upload a Student List & Edit Student Details guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.**

Uploading a student list containing the school's U.S. seniors helps the school official and administrator identify seniors who have not yet registered for the Match. The R3 system will compare registered applicants to the uploaded student list and remove applicants from your list as they register. By the end of the applicant registration period, no student names should remain on the list.

### 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

Match Home Page

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

Role: School Official

Username: [MichelleCarter](#)

There are 25 Applicants from your school in this Match. [Review Applicants](#)

Status	US Seniors	US Graduates	Total
INITIAL - Not yet completed Registration	6	3	9
ACTIVE - Complete Registration, no Rank Order List	12	4	16
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	18	7	25

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.

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.

## Create a Text File of Students:

Multiple U.S. seniors can be uploaded simultaneously using tab-delimited text file.

1. Create an Excel file of students with the following components:
  - AAMC ID
  - USMLE ID
  - NBOME ID
  - First Name
  - Middle Name
  - Last Name
  - Date of Birth, in the format mm/dd/yyyy

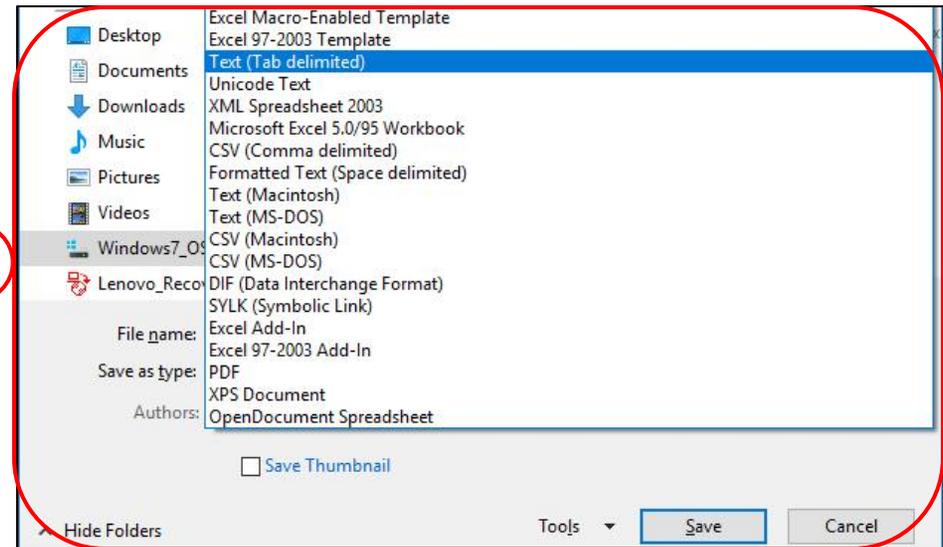
Columns must be created for each component even if there is no data available.

There must be only one applicant per line and at least one ID per student is required.

2. Save the Excel file as a .txt (Text/Tab delimited).

3. Open the .txt file in Notepad.

	A	B	C	D	E	F	G
1	<b>AAMC ID</b>	<b>USMLE ID</b>	<b>NBOME ID</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Date of Birth</b>
2	17357486	1-305-499-4		Leann		Aergarter	10/31/1993
3	17435688	5-555-555-5		Jennifer		Allen	01/13/1986
4	88996636	1-748-826-3		Scott		Allen	02/09/1987
5	17563265	1-387-557-8		Darrius		Ball	04/21/1988
6	18996959	1-873-465-9		Rowan		Davidson	08/25/1995
7	15632888	5-555-555-5		Misty		Donaldson	07/21/1981
8	19732753	5-555-555-5		Vince		DuFrane	01/16/1989
9	19876644	5-555-555-5		Marshall		Eriksen	01/25/1994



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88996636	1-748-826-3		Scott	Allen	02/09/1987	
17563265	1-387-557-8		Darrius	Ball	04/21/1988	
18996959	1-873-465-9		Rowan	Davidson	08/25/1995	
15632888	5-555-555-5		Misty	Donaldson	07/21/1981	
19732753	5-555-555-5		Vince	DuFrane	01/16/1989	
19876644	5-555-555-5		Marshall	Eriksen	01/25/1994	
19357547	5-555-555-5		Erica	Goldberg	09/15/1982	
18999658	3-567-973-8		Jillian	Griffiths	03/03/1998	

## Match Home Page:

1. On the **Match Home Page**, the note indicates you have not uploaded a student list.
2. Click **Upload Student List**.

The **Upload Students** page displays.

3. In your prepared applicant list text file, select the rows of all applicant records (do not include the header/title row) and copy them by using **Ctrl+C** on the keyboard.

4. Click your cursor in the **Applicant Data** field in the R3 system. Paste the applicant records using **Ctrl+V** on the keyboard.

5. Click **Upload Students**.

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1 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.

2 Upload Student List

stud\_list\_MRM\_final\_tab\_ - Notepad

AAMC ID	USMLE ID	NBOME ID	First Name	Middle Name	Last Name	Date of Birth
17357486	1-305-499-4		Leann	Aergarter		10/31/1993
17435688	5-555-555-5		Jennifer	Allen		01/13/1986
88996636	1-748-826-3		Scott	Allen		02/09/1987
17563265	1-387-557-8		Darrius	Ball		04/21/1988
18996959	1-873-465-9		Rowan	Davidson		08/25/1995
15632888	5-555-555-5		Misty	Donaldson		07/21/1981
19732753	5-555-555-5		Vince	DuFrane		01/16/1989
19876644	5-555-555-5		Marshall	Eriksen		01/25/1994
19357547	5-555-555-5		Erica	Goldberg		09/15/1982
18999658	3-567-973-8		Jillian	Griffiths		03/03/1998
19836634	1-452-962-5		Marie	Hartman		05/27/1994
745239	5-555-555-5		Emilio	Hernandez		01/11/1983

3

Each medical school should upload the names of all senior students who are expected to participate in this year's Match to track who has registered for the Match and to prevent registration of students not eligible to participate. Once a list has been uploaded, the report below displays seniors who have not yet registered. A senior student may not be marked as "not participating" to accept a position outside the Match unless the student is participating in another national matching program. For some early Match specialties, students must obtain positions for their preliminary year training through the NRMP.

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Data must be input all at once. If you need to re-import at a later date, the system will remove old data and replace it with your new input.

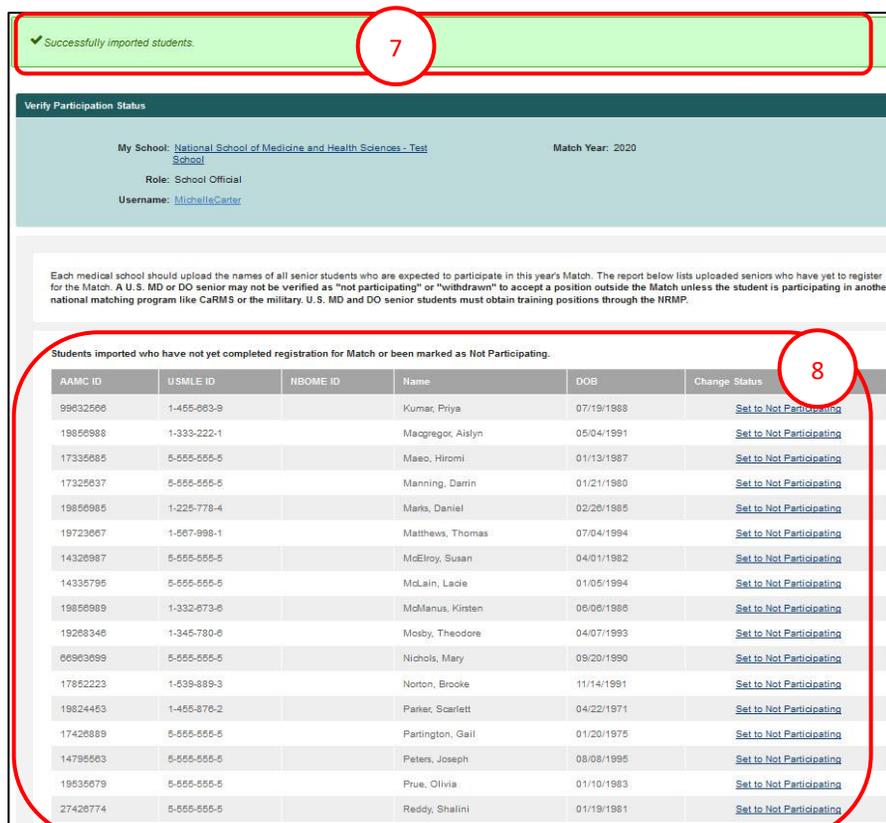
Example:

AAMC ID	USMLE ID	NBOME ID	First Name	Middle Name	Last Name	DOB
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94567890		765432	Mary	Cho-Sun	Kim	01/08/1993
	2-392-929-5		Pradip		Patel	02/28/1994
			Anna	Stewart	Fisher	12/02/1992

4 Applicant Data (Please do not include the header row):

5 Upload Students

- If there are errors with the data upload, the specific error message is displayed above the **Applicant Data** box. Correct the data in the applicant list and re-copy/paste into the **Applicant Data** box.



- If there are no errors with the data upload, the green success note displays at the top of the screen.
- Displayed in the table are students on the uploaded list who have not registered for the Match. Throughout the Match season, school officials and administrators should contact these students to confirm if they intend to register for the Match.

Students who have registered and paid the Match fees do not appear on this page. They can be found on the **Students and Graduates** page, accessible from the **School** menu.

### Set to Not Participating:

If a student will not be participating in the Match, set the student's status to "Not Participating" to prevent the student from registering for the Match.

1. Find the student and click the **Set to Not Participating** link.

Students imported who have not yet completed registration for Match or been marked as Not Participating.

AAMC ID	USMLE ID	NBCOME ID	Name	DOB	Change Status
17357486	1-305-499-4		Aergarter, Leann	10/31/1993	<a href="#">Set to Not Participating</a>
17435688	5-555-555-5		Allen, Jennifer	01/13/1986	<a href="#">Set to Not Participating</a>
88996636	1-748-826-3		Allen, Scott	02/09/1987	<a href="#">Set to Not Participating</a>
17563265	1-387-557-8		Ball, Darnus	04/21/1988	<a href="#">Set to Not Participating</a>
18996959	1-873-465-9		Davidson, Rowan	08/25/1995	<a href="#">Set to Not Participating</a>
15632888	5-555-555-5		Donaldson, Misty	07/21/1981	<a href="#">Set to Not Participating</a>
19732753	5-555-555-5		DuFrane, Vince	01/16/1989	<a href="#">Set to Not Participating</a>
19876644	5-555-555-5		Eriksen, Marshall	01/25/1994	<a href="#">Set to Not Participating</a>
19357547	5-555-555-5		Goldberg, Erica	09/15/1982	<a href="#">Set to Not Participating</a>
18996658	3-567-973-8		Griffith, Hilan	03/03/1998	<a href="#">Set to Not Participating</a>
19836634	1-452-962-5		Hartman, Marie	05/27/1994	<a href="#">Set to Not Participating</a>
16745239	5-555-555-5		Hernandez, Emilio	01/11/1983	<a href="#">Participating</a>
35649826	1-345-830-2		Jones, Leon	08/24/1994	<a href="#">Participating</a>
18659788	1-653-876-7		Jones, Olivia	08/24/1994	<a href="#">Participating</a>
17859656	4-765-725-9		Joyce, James	04/08/1994	<a href="#">Set to Not Participating</a>
17656322	1-455-673-9		Kapoor, Rahul	01/22/1991	<a href="#">Set to Not Participating</a>
99632566	1-455-663-9		Kumar, Priya	07/19/1988	<a href="#">Set to Not Participating</a>

2. The **Set to Not Participating** pop-up displays.

3. Select a reason from the drop-down menu.

NOTE: A student who has matched to an advanced position in an early Match should not be moved to Not Participating status. The student may need to register for the Main Residency Match to secure a preliminary position.

4. Click **Cancel** to close the pop-up.

5. Click **Submit** to set the student's status to not participating.

Set to Not Participating

You have selected to move the following applicant to "Not Participating" status for this Match:

Name: Hartman, Marie  
AAMC ID: 19836634  
USMLE ID: 1-452-962-5

Please select the reason the applicant will not participate then click <Submit>.

Please Select

- Accepted Position Outside Any Match
- Deceased
- Deferred Residency
- Delayed Graduation
- Dismissed
- Early Graduate
- Early Match Position
- Leave of Absence
- Leaving Medicine

Set to Not Participating

You have selected to move the following applicant to "Not Participating" status for this Match:

Name: Hartman, Marie  
AAMC ID: 19836634  
USMLE ID: 1-452-962-5

Please select the reason the applicant will not participate then click <Submit>.

Delayed Graduation

Cancel Submit

## Set to Not Participating, Continued:

- The student information displays in a table at the bottom of the screen.
- Repeat these steps for each student whose participation status is to be changed to Not Participating.

NOTE: If a student with a Not Participating status attempts to register for the Match, the student will receive a message indicating participation is not allowed, with instructions to contact the medical school office with questions.

Students marked as Not Participating, will not be allowed to register for the Match

AAMC ID	USMLE ID	Name	DOB	Reason Not Participating	Allow Participation?
19836634	1-452-962-5	Hartman, Marie	05/27/1994	Delayed Graduation	<a href="#">Allow Participation</a>

Buttons: Delete List & Re-Import, View and Edit List

## Set to Participating:

- To change the student's status to "participating", click the **Allow Participation** link.
- The **Allow Participation** pop-up displays.
- Click **Cancel** to close the pop-up.
- Click **Submit** to set the student status to participating, allowing them to register for the Match.

**Allow Participation**

You have selected to Remove the "Not Participating" status for the Student so they may be allowed to register for this Match:

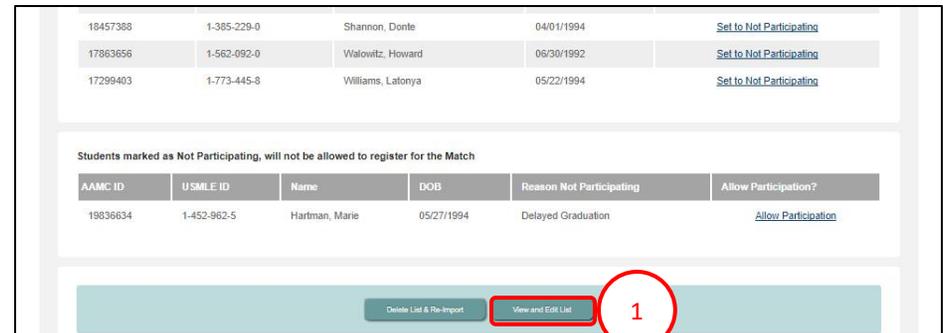
Name: Hartman, Marie  
AAMC ID: 19836634  
USMLE ID: 1-452-962-5

Please click <Submit> to confirm that the applicant should be allowed to register for the Match.

Buttons: Cancel, Submit

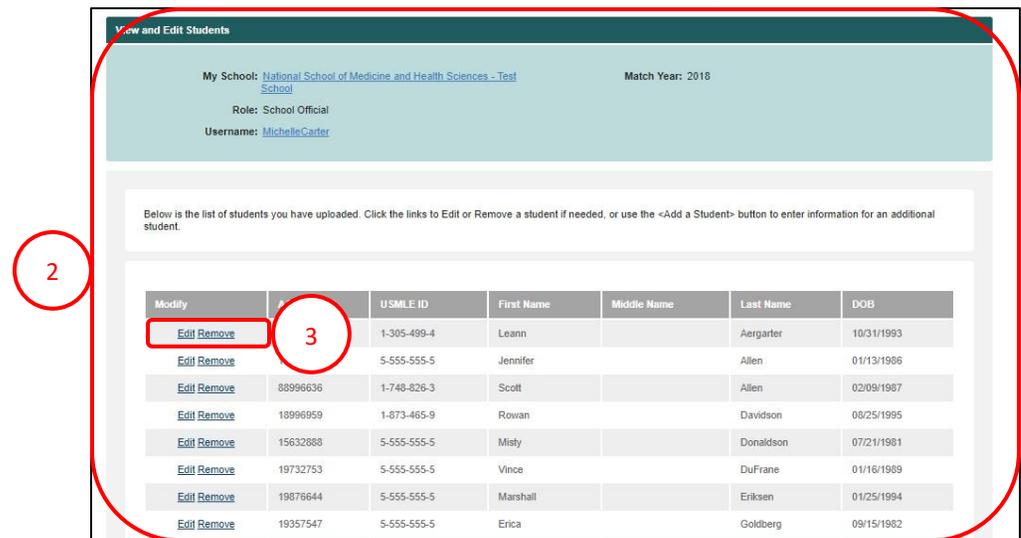
## View and Edit Student Details:

1. To edit a student's information or remove a student from your school's list, click **View and Edit List** at the bottom of the **Verify Participation Status** page.



2. The **View and Edit Students** page displays.

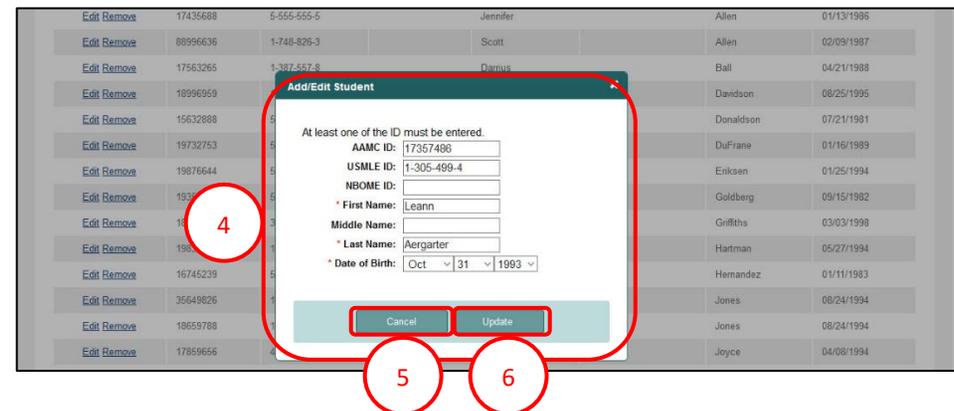
3. Find the student and click the **Edit** link.



4. The **Add/Edit Student** pop-up displays.

5. Click **Cancel** to close the pop-up.

6. Edit the student details and click **Update**.



## Remove a Student from the School's List:

1. To remove a student from your list, find the student's name on the **View and Edit Students** page, and click the **Remove** link.

View and Edit Students

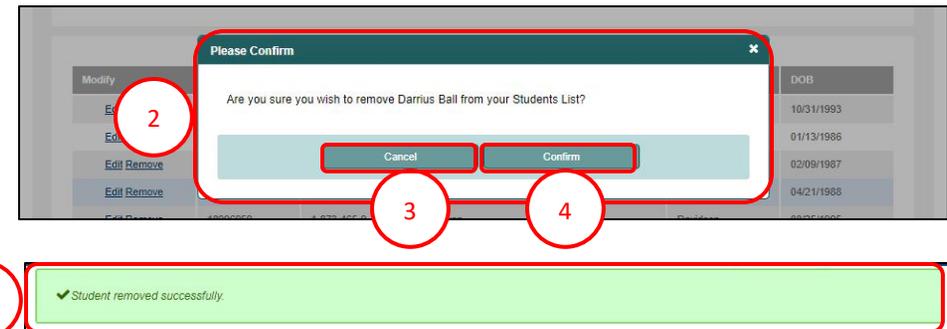
My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018

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

Below is the list of students you have uploaded. Click the links to Edit or Remove a student if needed, or use the <Add a Student> button to enter information for an additional student.

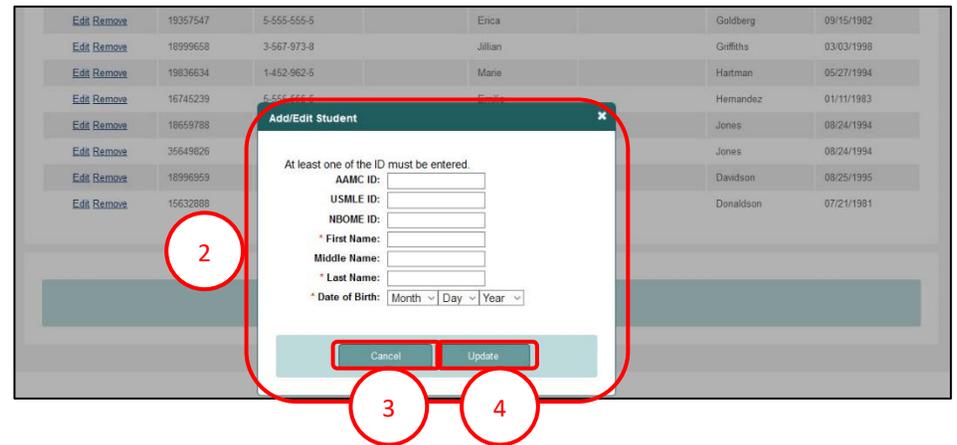
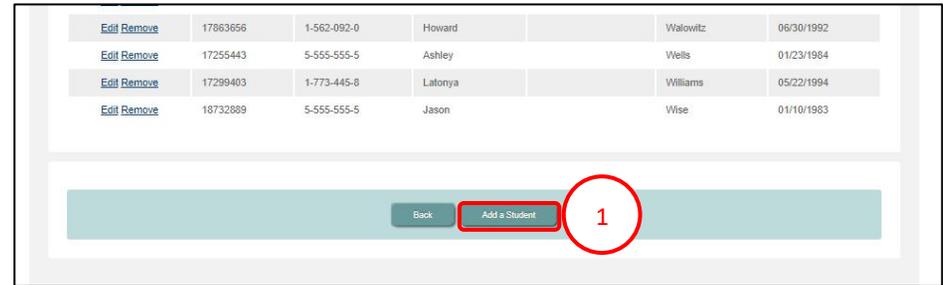
Modify	USMLE ID	First Name	Middle Name	Last Name	DOB
<a href="#">Edit</a> <a href="#">Remove</a>	1-305-499-4	Leann		Aergarter	10/31/1993
<a href="#">Edit</a> <a href="#">Remove</a>	5-555-555-5	Jennifer		Allen	01/13/1986
<a href="#">Edit</a> <a href="#">Remove</a>	88996636	Scott		Allen	02/09/1987
<a href="#">Edit</a> <a href="#">Remove</a>	18996959	Rowan		Davidson	08/25/1995
<a href="#">Edit</a> <a href="#">Remove</a>	15632888	Misty		Donaldson	07/21/1981
<a href="#">Edit</a> <a href="#">Remove</a>	19732753	Vince		DuFrane	01/16/1989
<a href="#">Edit</a> <a href="#">Remove</a>	19876644	Marshall		Eriksen	01/25/1994
<a href="#">Edit</a> <a href="#">Remove</a>	19357547	Erica		Goldberg	09/15/1982

2. The **Please Confirm** pop-up displays.
3. Click **Cancel** to close the pop-up.
4. Click **Confirm** to remove the student from your student list.
5. The green note confirms the student was successfully removed.



### Add a Student to the School's List:

1. To add a student to your list, click the **Add a Student** button on the **View and Edit Students** page.
2. The **Add/Edit Student** pop-up displays. Enter the student's details in the fields.
3. Click **Cancel** to close the pop-up.
4. Click **Update** to add the student to your student list.
5. The green note confirms the student was successfully added.



## Delete List and Re-Import:

1. To import a new list, click the **Delete List & Re-Import** button at the bottom of the **Verify Participation Status** page.
2. The **Confirm Deletion** pop-up displays.
3. Click **Ok** to delete the current student list.
4. Click **Cancel** to close the pop-up.
5. A green note confirms the current student list has been deleted.
6. To import a new student list, follow the steps in the Upload Student List section in this guide.

