



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	2-392-929-5	765432	Mary	Cho-Sun	Kim	01/09/1993
			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**.

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

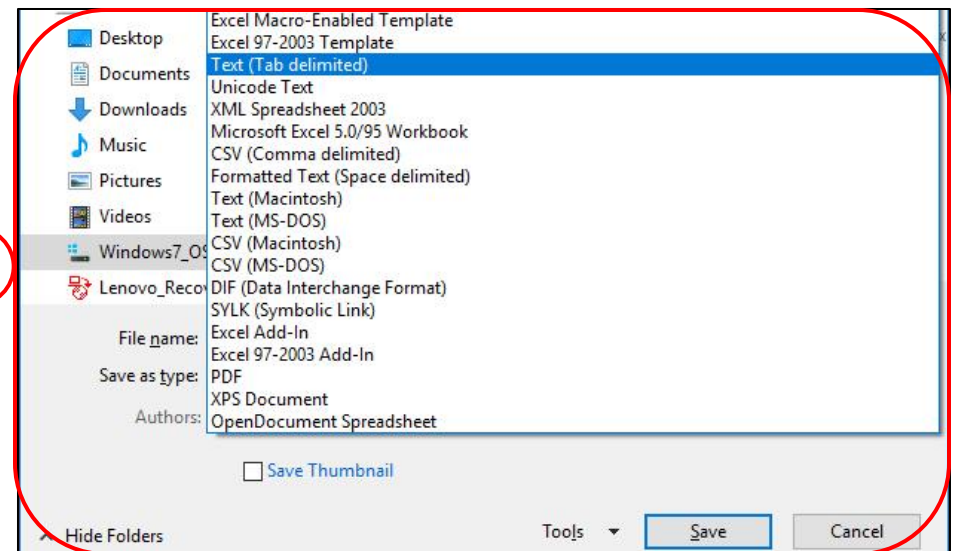
Columns must be created for each component even if there is no data available.

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	AAMC ID	USMLE ID	NBOME ID	First Name	Middle Name	Last Name	Date of Birth
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		Darius		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



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		Darius	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**.

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

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
1745239	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.

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	587654	John	Albert	Smith	10/11/1990
34567890	2-392-929-5	765432	Mary	Cho-Sun	Kim	01/09/1993
			Pradip	Patel		02/28/1994
			Anna	Stewart	Fisher	12/02/1992

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

5 Upload Students

6. 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.

Line Number 3 : Missing date of birth. 6

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

17357486	1-305-499-4	Leann	Aerqarter	10/31/1993
17435688	5-555-555-5	Jennifer	Allen	1/13/1986
88996636	1-748-626-3	Scott	Allen	
17563265	1-387-557-8	Darius	Ball	4/21/1998
18996959	1-873-465-9	Rowan	Davidson	8/25/1995
15632888	5-555-555-5	Misty	Donaldson	7/21/1981

Upload Students

✓ Successfully imported students. 7

Verify Participation Status

My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2020

Role: School Official

Username: [MichelleCarter](#)

Each medical school should upload the names of all senior students who are expected to participate in this year's Match. The report below lists uploaded seniors who have yet to register for the Match. A U.S. MD or DO senior may not be verified as "not participating" or "withdrawn" to accept a position outside the Match unless the student is participating in another national matching program like CaRMS or the military. U.S. MD and DO senior students must obtain training positions through the IRMP.

Students imported who have not yet completed registration for Match or been marked as Not Participating. 8

AAMC ID	USMLE ID	NSOME ID	Name	DOB	Change Status
99632566	1-455-683-9		Kumar, Priya	07/19/1988	Set to Not Participating
19856988	1-333-222-1		Macgregor, Aislyn	05/04/1991	Set to Not Participating
17335685	5-555-555-5		Maeo, Hiromi	01/13/1987	Set to Not Participating
17325637	5-555-555-5		Manning, Darrin	01/21/1980	Set to Not Participating
19856985	1-225-778-4		Marks, Daniel	02/26/1985	Set to Not Participating
19723667	1-567-998-1		Matthews, Thomas	07/04/1994	Set to Not Participating
14326987	5-555-555-5		McElroy, Susan	04/01/1982	Set to Not Participating
14335795	5-555-555-5		McLain, Ladie	01/05/1994	Set to Not Participating
19856989	1-332-673-6		McManus, Kirsten	06/06/1986	Set to Not Participating
19268346	1-345-780-6		Mosby, Theodore	04/07/1993	Set to Not Participating
06903699	5-555-555-5		Nichols, Mary	09/20/1990	Set to Not Participating
17852223	1-539-889-3		Norton, Brooke	11/14/1991	Set to Not Participating
19824453	1-455-876-2		Parker, Scarlett	04/22/1971	Set to Not Participating
17426889	5-555-555-5		Partington, Gail	01/20/1975	Set to Not Participating
14795963	5-555-555-5		Peters, Joseph	08/08/1995	Set to Not Participating
19635679	5-555-555-5		Prue, Olivia	01/10/1983	Set to Not Participating
27426774	5-555-555-5		Reddy, Shalini	01/19/1981	Set to Not Participating

7. If there are no errors with the data upload, the green success note displays at the top of the screen.
8. 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	NBCME ID	Name	DOB	Change Status
17357486	1-305-499-4		Aergarter, Leann	10/31/1993	Set to Not Participating
17435688	5-555-555-5		Allen, Jennifer	01/13/1986	Set to Not Participating
88996636	1-748-826-3		Allen, Scott	02/09/1987	Set to Not Participating
17563265	1-387-557-8		Ball, Darius	04/21/1988	Set to Not Participating
18996959	1-873-465-9		Davidsen, Rowan	08/25/1995	Set to Not Participating
15632888	5-555-555-5		Donaldson, Misty	07/21/1981	Set to Not Participating
19732753	5-555-555-5		DuFrane, Vince	01/16/1989	Set to Not Participating
19876644	5-555-555-5		Eriksen, Marshall	01/25/1994	Set to Not Participating
19357547	5-555-555-5		Goldberg, Erica	09/15/1982	Set to Not Participating
18996658	3-567-973-8		Gulthra, Wilson	03/03/1998	Set to Not Participating
19836634	1-452-962-5		Hartman, Marie	05/27/1994	Set to Not Participating
16745239	5-555-555-5		Hernandez, Emilio	01/11/1983	Participating
35649826	1-345-830-2		Jones, Leon	08/24/1994	Participating
18659788	1-653-876-7		Jones, Olivia	08/24/1994	Participating
17859656	4-765-725-9		Joyce, James	04/08/1994	Set to Not Participating
17656322	1-455-673-9		Kapoor, Rahul	01/22/1991	Set to Not Participating
99632566	1-455-663-9		Kumar, Priya	07/19/1988	Set to Not Participating

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.

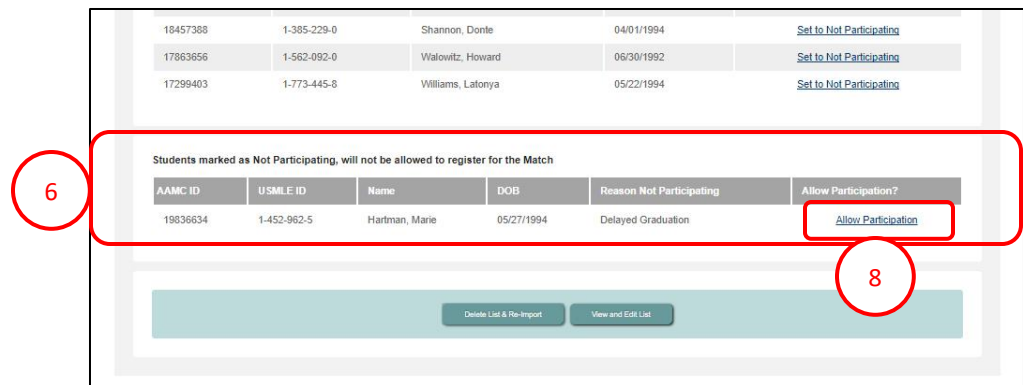
4. Click **Cancel** to close the pop-up.
5. Click **Submit** to set the student's status to not participating.

The top screenshot shows the 'Set to Not Participating' pop-up form. It displays the student's information: Name: Hartman, Marie; AAMC ID: 19836634; USMLE ID: 1-452-962-5. Below this, there is a section titled 'Please select the reason the applicant will not participate then click <Submit>.' with a dropdown menu. The dropdown menu is open, showing a list of reasons: Please Select, Accepted Position Outside Any Match, Deceased, Deferred Residency, Delayed Graduation, Dismissed, Early Graduate, Early Match Position, Leave of Absence, and Leaving Medicine. The 'Delayed Graduation' option is highlighted. The bottom screenshot shows the same form, but the dropdown menu is closed, and the 'Delayed Graduation' reason is selected. The 'Submit' button is highlighted with a red circle and the number 5.

Set to Not Participating, Continued:

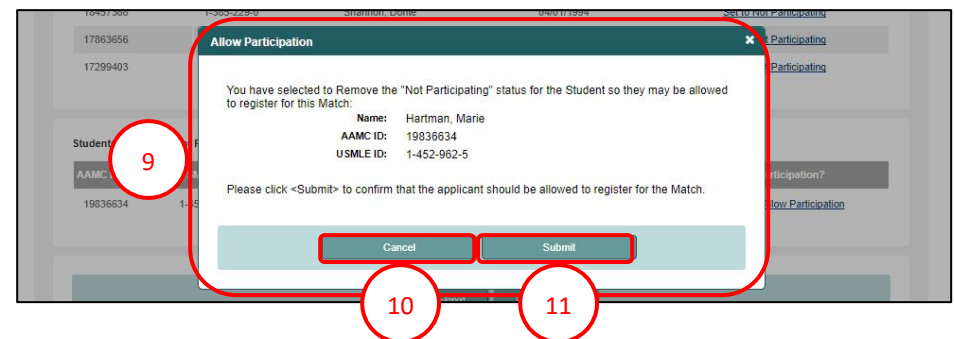
6. The student information displays in a table at the bottom of the screen.
7. Repeat these steps for each student whose participation status is to be changed to Not Participating.

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.



Set to Participating:

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



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.

AAMC ID	USMLE ID	Name	DOB	Reason Not Participating	Allow Participation?
18457388	1-385-229-0	Shannon, Donle	04/01/1994		Set to Not Participating
17863656	1-562-092-0	Walowitz, Howard	06/30/1992		Set to Not Participating
17299403	1-773-445-8	Williams, Latonya	05/22/1994		Set to Not Participating

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	Allow Participation

Buttons: [Delete List & Re-Import](#) [View and Edit List](#) (1)

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

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

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	AAMC ID	USMLE ID	First Name	Middle Name	Last Name	DOB
Edit Remove (3)	17436688	5-555-555-5	Leann		Aergarter	10/31/1993
Edit Remove	88996636	1-748-826-3	Jennifer		Allen	01/13/1986
Edit Remove	18996959	1-873-465-9	Scott		Allen	02/09/1987
Edit Remove	15632888	5-555-555-5	Rowan		Davidson	08/25/1995
Edit Remove	19732753	5-555-555-5	Misty		Donaldson	07/21/1991
Edit Remove	19876644	5-555-555-5	Vince		DuFrane	01/16/1989
Edit Remove	19876644	5-555-555-5	Marshall		Erksen	01/25/1994
Edit Remove	19357547	5-555-555-5	Erica		Goldberg	09/15/1982

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

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

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

At least one of the ID must be entered.

AAMC ID:

USMLE ID:

NBOME ID:

* First Name:

Middle Name:

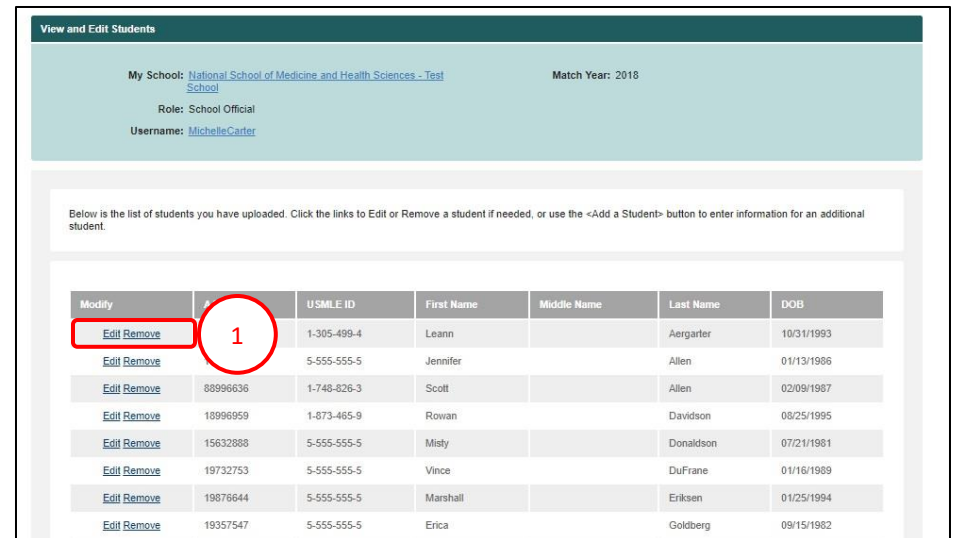
* Last Name:

* Date of Birth:

Buttons: [Cancel](#) (5) [Update](#) (6)

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

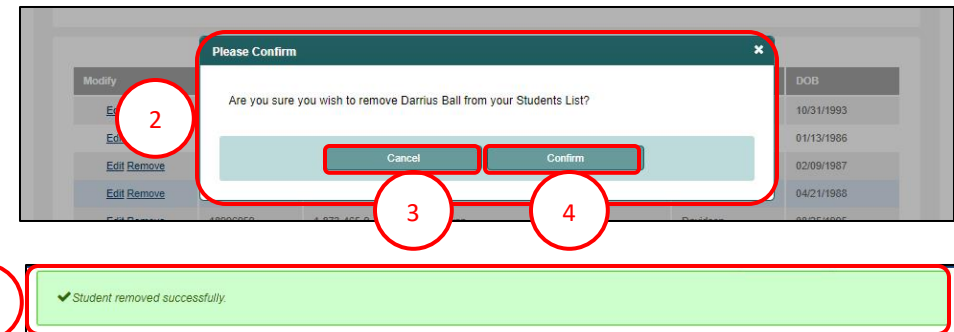
My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018

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.

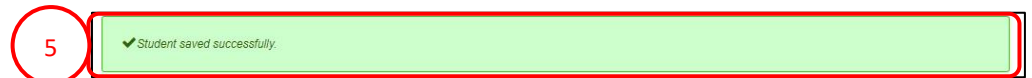
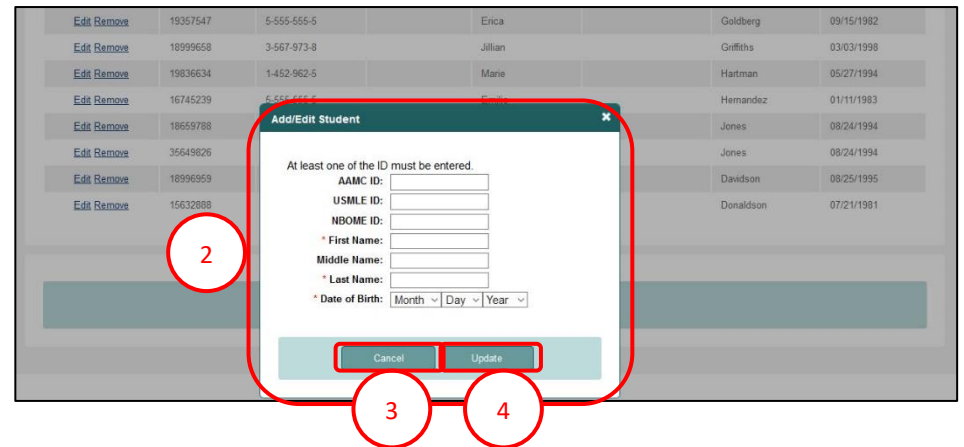
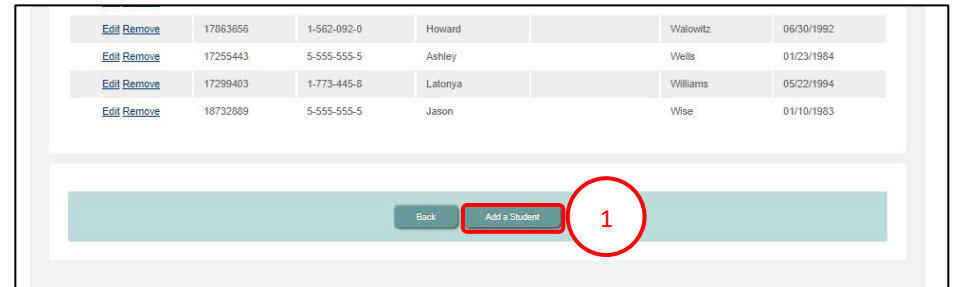
Modify	USMLE ID	First Name	Middle Name	Last Name	DOB
Edit Remove	1-305-499-4	Leann		Aergarter	10/31/1993
Edit Remove	5-555-555-5	Jennifer		Allen	01/13/1986
Edit Remove	88996636	1-748-826-3	Scott	Allen	02/09/1987
Edit Remove	18996959	1-873-465-9	Rowan	Davidson	08/25/1995
Edit Remove	15632888	5-555-555-5	Misty	Donaldson	07/21/1981
Edit Remove	19732753	5-555-555-5	Vince	DuFrane	01/16/1989
Edit Remove	19876644	5-555-555-5	Marshall	Eriksen	01/25/1994
Edit Remove	19357547	5-555-555-5	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.

