



Activating Institutions & Programs

Main Residency Match and
Specialties Matching
Service



Users: Institutional
Officials (IOs)

THE MATCH[®]

NATIONAL RESIDENT MATCHING PROGRAM[®]

Home

Switch

Options

Julia Matthews

United States — Registration, Ranking, and Results @ (R3 @) — 2017 Pediatric Surgery

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC

My Role: Institution Official

Username: [jmatthews](#)

Match Year: 2017

Appointment Year: 2018

You currently have 0 Active Programs in the Match.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Pediatric Surgery	1894445F0	⚠️ Activate Not Part	Charlotte Lee (Pledged on May 10, 2017)	D0 R0	2
Pediatric Surgery/Research	1894445F1	⚠️ Activate Not Part	Charlotte Lee (Pledged on May 10, 2017)	D0 R0	1

Match Event	Start Date	End Date
1 Register	01 Feb 2017 12:00 PM EST	31 May 2017 09:00 PM EDT
2 Rank	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
3 Match Computation	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
4 Match Results	14 Jun 2017 12:00 PM EDT	17 Nov 2017 12:00 AM EST
5 Closed	17 Nov 2017 12:00 AM EST	29 Jan 2018 12:00 AM EST

Note: This Activating Institutions & Programs guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.

Activation: Institutional officials must activate the institution and its participating programs for all Matches before ranking can occur.

Timing: Activation should be completed promptly after the Match opens for registration.

**** Activating the institution does not activate individual programs for participation. These are separate tasks. Each program must also be activated. ****

Login:

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

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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

Institution Activation:

3. The Matches and roles for which you are registered will display.
-  The yellow icon indicates Matches that have pending tasks requiring your attention.
4. Click the role and institution for the appropriate Match you will be activating.

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Indicates match has pending tasks requiring your attention. Place your mouse over any yellow icon for more info.

Matches & Roles

You currently have the capability to act in 3 role/match combinations as listed below. Click on your Role & Institution Name for the appropriate Match you wish to manage at this time.

Main Match

Match	Match Status	Your Role & Institution Name	City	State
Main Residency Match	RANKING	Inst Official Secondary Test Institution	Anytown	DC

Fellowship Matches

Match	Match Status	Your Role & Institution Name	City	State
Pediatric Surgery	RANKING	Inst Official Secondary Test Institution	Anytown	DC
Radiology	REGISTRATION	Inst Official Secondary Test Institution	Anytown	DC

Match Participation Agreement:

The **Match Participation Agreement** screen displays.

1. Review the **Match Registration** section to ensure the details are correct.
2. Read the **Important Notice**, which highlights important aspects of the Agreement.
3. Click **Next** at the bottom of the screen.

The screenshot shows the 'THE MATCH' National Resident Matching Program interface. At the top, the user is logged in as 'Julia Matthews'. The main content area is divided into two sections: 'Match Registration' and 'Match Participation Agreement'.

Match Registration (highlighted with a red circle and number 1) displays the following information:

- My Institution: Secondary Test Institution - Anytown, DC
- My Role: Inst Official
- Username: jmatthews
- Match Year: 2017
- Appointment Year: 2018

Match Participation Agreement (highlighted with a red circle and number 2) displays the following information:

IMPORTANT NOTICE

Before you accept the terms of the following Match Participation Agreement, the NRMP urges you to read it thoroughly. Once you execute the Agreement and the NRMP accepts your registration, it becomes a binding contract. Failure to comply with all the terms and conditions of this Agreement, whether intentionally or not, may result in an investigation and the imposition of severe penalties. Such penalties include but are not limited to issuing notification of a confirmed violation to the Institutional Review Committee of the Accreditation Council for Graduate Medical Education.

The entire Match Participation Agreement for Institutions is binding upon the parties; however, certain areas may require your specific attention. Institutional officials must ensure that:

- **NEW** Programs are prohibited from asking applicants to reveal the names, specialties, geographic locations, or other identifying information about programs to which they have or may apply. (Section 8.0)
- All programs sponsored by the institution, regardless of the program's Match participation status, are required to offer positions to U.S. allopathic senior students only through the **Main Residency Match** or another national matching plan. (Section 2.2.5)
- All programs sponsored by the institution, regardless of the program's Match participation status, are prohibited from discussing, interviewing for, or offering a position to an applicant who is ineligible because of a denied waiver, a confirmed violation, or a concurrent year Match or SOAP commitment. (Sections 2.2.6, 4.5.1, and 7.2)
- None of the programs sponsored by the institution, regardless of the program's Match participation status, shall discuss, interview for, or offer a position to an applicant between the Rank Order List Certification Deadline and the release of Match results. (Section 2.2.7)
- Programs shall use the Applicant Match History in the **Registration, Ranking, and Results (R3)** system to determine the eligibility status of any applicant considered for appointment to the program. (Sections 4.7 and 7.2)
- All of the institution's programs that participate in the **Main Residency Match** are required to register and attempt to fill all positions in the Match (Section 2.2.3). The ability of institutional officials and program directors to change program quotas for the **Main Residency Match** does not relieve them of their responsibility to register and attempt to fill all positions through the Match.
- Programs are prohibited from asking applicants to reveal ranking preferences. (Section 8.0)
- Programs with unfilled positions after the matching algorithm has been processed for the **Main Residency Match** are required to offer those positions **only** through SOAP if they wish to fill them during Match Week. (Section 9.0)
- Applicants with confirmed violations or whose waiver requests are denied and who decline to accept their matched positions may be barred for one year from accepting an offer of a position or a new training year, regardless of the start date, in **ANY** program sponsored by a Match-participating institution, regardless of whether that program participates in an NRMP Match. (Section 10.2.1)
- Institutions and programs with unpaid fees thirty (30) days from the date of the invoice will be issued a reminder request for payment, and a late fee of 10 percent will be assessed on any fees unpaid sixty (60) days after the invoice date. Failure to remit payment to the NRMP after ninety (90) days from the invoice date will result in the institution being barred from registering any of its programs for the **Main Residency Match** or any Fellowship Match until all fees have been paid to the NRMP. (Section 12.1)

At the bottom of the screen (highlighted with a red circle and number 3), there are two buttons: 'Cancel Registration' and 'Next >'. The 'Next >' button is highlighted with a red box.

Match Participation Agreement, Continued:

4. Review the **Match Participation Agreement**. Scroll to the bottom of the page.
5. Enter your **Password**.
6. Click **I Accept** at the bottom of the screen.

The screenshot shows the 'View Agreement' page for the Match Participation Agreement. The page header includes 'THE MATCH NATIONAL RESIDENT MATCHING PROGRAM' and navigation links. The main content area is titled 'Match Participation Agreement' and contains the following text:

Match Participation Agreement
For
Institutions
For All Matches Opening After June 30, 2016

Terms and Conditions of the Match Participation Agreement Between Participating Institutions and the NRMP

These are the terms and conditions of the Institutional Match Participation Agreement that each institution desiring to offer residency or fellowship positions in the **Main Residency Match®** or the **Specialties Matching Service®** (also referred to as the 'Matching Program') of the National Resident Matching Program® ('NRMP®') enters into by indicating acceptance of these terms and conditions through clicking on the 'I Accept' button on the Registration screen of the **Registration, Ranking and Results® (R3®)** system. Upon the NRMP's acceptance of such party's registration, these terms and conditions will be a binding agreement between such institution and the NRMP, as well as between such institution and any other party who executes a Match Participation Agreement for such Match(es).

If the NRMP accepts the registration of the institution in question, the NRMP will register the institution and allow any of such institution's eligible programs to register in the NRMP Matching Program, as described briefly in Section 1.0 below. In consideration of this registration, each institution agrees to comply with all of the terms and conditions of this Institutional Match Participation Agreement (also referred to in these terms and conditions as 'this Agreement').

Table of Contents
1.0 Introduction to the NRMP Matching Program
2.0 Institutional Official

17.0 Authorization for Release of Test Scores

By my electronic signature and as of the date this Agreement is submitted to NRMP, I hereby authorize the National Board of Medical Examiners and the National Board of Osteopathic Medical Examiners to release, verify, and transmit to NRMP upon its request certain test score data, in particular my USMLE scores, COMLEX scores, or other test score(s) utilized in the Match process. I understand and agree that the test score data shall be used to verify test score information provided by me or about me by a testing service or other entity relevant to the graduate medical education matching process.

As 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 used for research involving the Match and graduate medical education as long as no information clearly and uniquely identifying me is disclosed in studies or reports resulting from such research.

Updated June 2016

By entering your password and clicking 'I Accept', you agree that you have read, understand, and agree to the Terms and Conditions of the Match Participation Agreement.

At the bottom of the page, there is a password field and three buttons: 'Cancel Registration', 'Save and Exit', and 'I Accept'.

Numbered callouts on the screenshot:

- 4: Points to the 'Match Participation Agreement' section.
- 5: Points to the password field.
- 6: Points to the 'I Accept' button.

7. The **Institution Status** tab displays. Note the Status is **INITIAL**.
8. Select your **Institution Status**:
 - a. Click **Activate** if the institution and its programs will participate in the Match.
 - b. Click **Not Participating** if the institution and its programs will NOT participate in the Match.



Activating the institution does not activate the individual programs for Match participation.

Institution Activated:

9. If you activated your institution for the selected Match, a confirmation note will display.
10. Click the **Institution Status** tab to confirm status.

****Activating the institution does not activate individual programs for participation.****

****Program activation steps are on the following pages. Please continue.****

Institution Information

My Institution: [National Medical Center-Test Institution](#) - Washington, DC Match Year: 2017
 My Role: Institution Official Appointment Year: 2018
 Username: [gomez_adams](#) NRMP Institution Code: 1000
 Institution Status: INITIAL ACGME Inst Code:

Institution Status

You must activate your institution to participate in this Match. Click 'Activate' or 'Not Participating' to indicate your Institution Status for this Match.

Current Institution Status: INITIAL

Activate Not Participating

Institutional Administrator

Institution Addresses

Billing

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United States — Registration, Ranking, and Results ©(R3 ©) — 2017 Pediatric Surgery

Successfully activated institution

Institution Information

My Institution: [Secondary Test Institution](#) - Anytown, DC Match Year: 2017
 My Role: Institution Official Appointment Year: 2018
 Username: [matthews](#) NRMP Institution Code: 1894
 Institution Status: ACTIVE ACGME Inst Code: 1001

Institution Status

Current Institution Status: ACTIVE

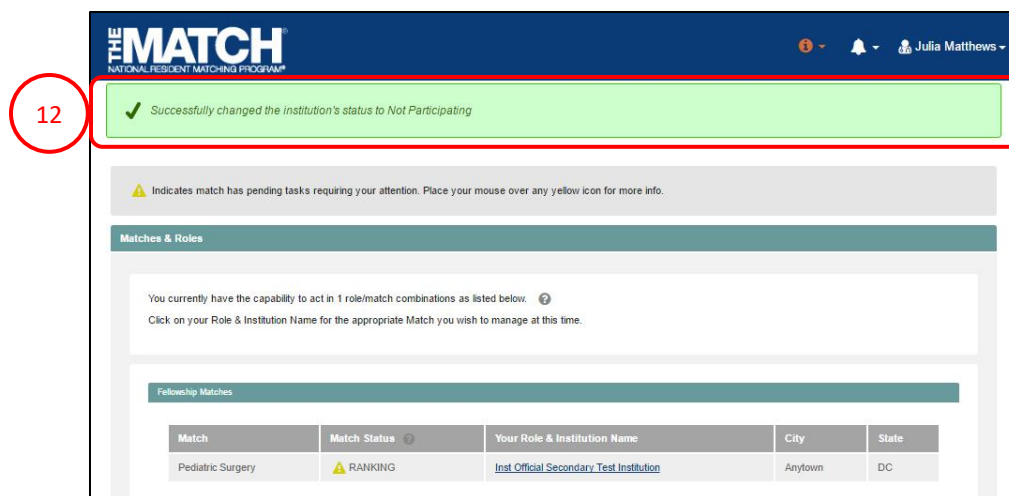
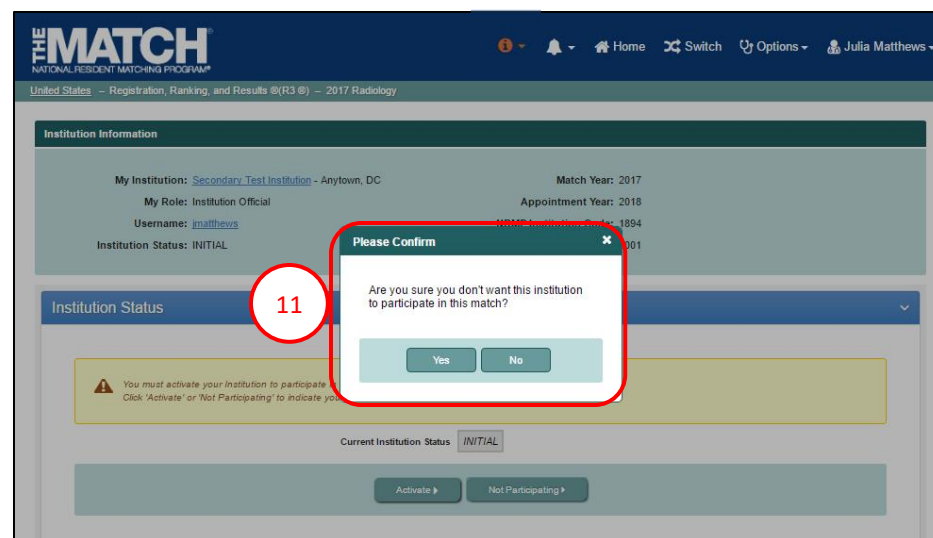
Institutional Administrator

Institution Addresses

Billing

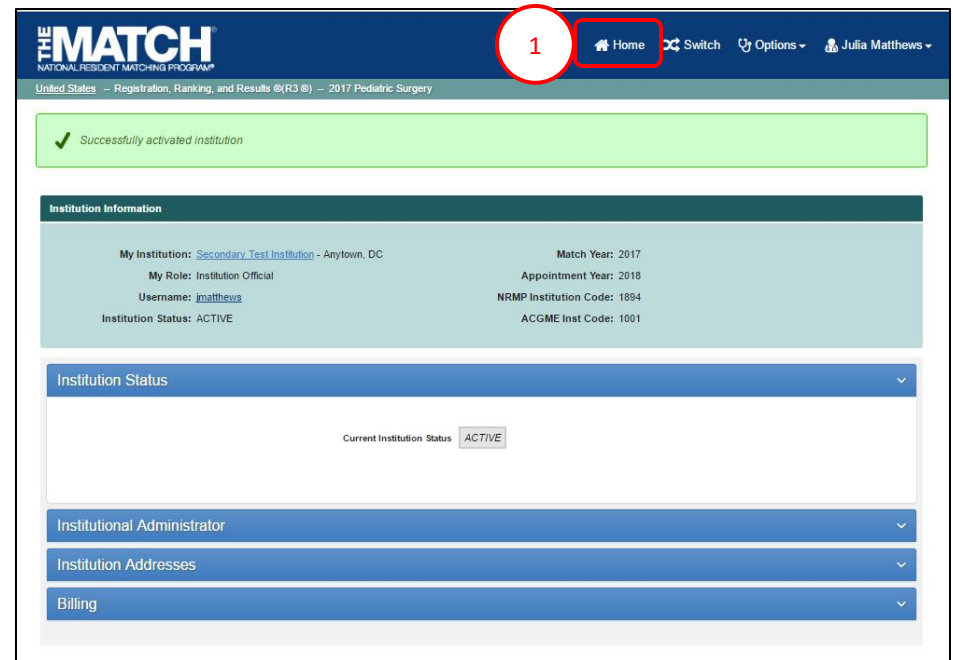
Institution Not Participating:

11. If you chose **Not Participating**, a confirmation pop-up will display.
 - a. Click **Yes** to not participate in the Match.
 - b. Click **No** to cancel and return to the **Institution Status** tab.
12. A confirmation note displays if you chose to not participate in the Match.



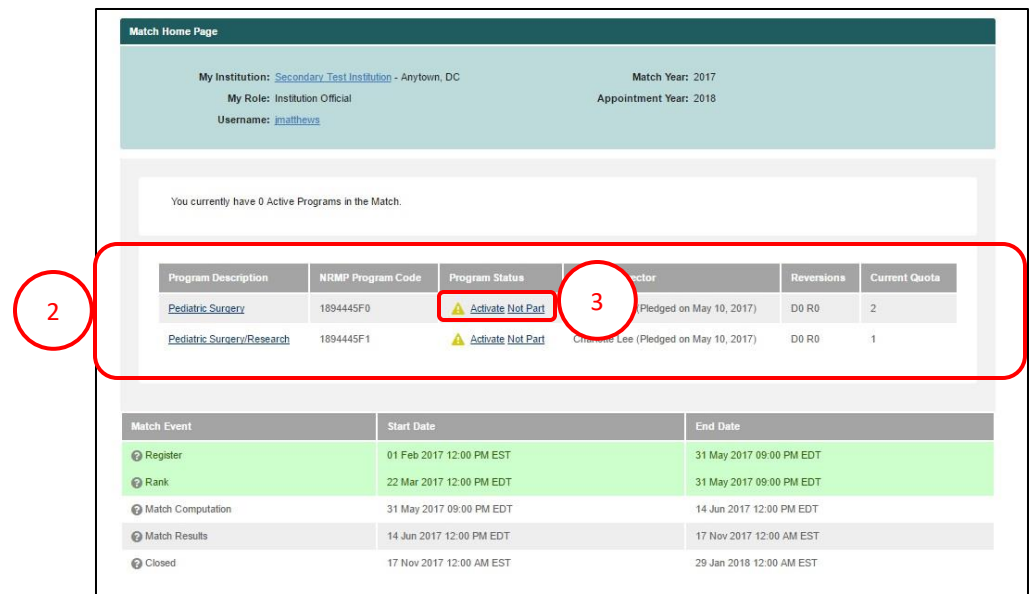
Program Activation:

1. Click **Home** to activate your program(s).



The screenshot shows the top navigation bar of The Match website. The 'Home' button is circled in red with the number 1. Below the navigation bar, a green banner indicates 'Successfully activated institution'. The main content area shows 'Institution Information' with details like 'My Institution: Secondary Test Institution - Anytown, DC', 'My Role: Institution Official', 'Username: jmatthews', and 'Institution Status: ACTIVE'. There are also links for 'Institution Status', 'Institutional Administrator', 'Institution Addresses', and 'Billing'.

2. Review the list of **programs**.
3. Indicate your **Program Status**:
 - a. Click the **Activate** link for the program you wish to activate.
 - b. Click the **Not Part** link if the program will not be participating in the Match.



The screenshot shows the 'Match Home Page' with a table of programs. The table has columns for 'Program Description', 'NRMP Program Code', 'Program Status', 'Director', 'Reversions', and 'Current Quota'. Two programs are listed: 'Pediatric Surgery' and 'Pediatric Surgery/Research'. The 'Program Status' column for both programs shows a yellow triangle icon and the text 'Activate Not Part'. The 'Activate' link is circled in red with the number 2, and the 'Not Part' link is circled in red with the number 3. Below the table, there is a section for 'Match Event' with a table of dates for various events like 'Register', 'Rank', 'Match Computation', 'Match Results', and 'Closed'.

Program Activated:

4. If you activated the selected program, the **Program Status** will display as **ACTIVE**.

The screenshot shows the 'Match Home Page' for a user named Julia Matthews. The page displays the user's institution as 'Secondary Test Institution - Anytown, DC' and the match year as 2017. Below this, a table lists the user's active programs. The first row, 'Pediatric Surgery', has a status of 'ACTIVE', which is highlighted with a red box and a red circle containing the number 4. The second row, 'Pediatric Surgery/Research', has a status of 'Activate Not Part'.

Program Description	NRMP Program Code	Program Status	Director	Reversions	Current Quota
Pediatric Surgery	1894445F0	ACTIVE	Charlotte Lee (Pledged on May 10, 2017)	D0 R0	2
Pediatric Surgery/Research	1894445F1	Activate Not Part	Charlotte Lee (Pledged on May 10, 2017)	D0 R0	1

Program Not Participating:

5. If you chose **Not Part**, a confirmation pop-up will display.
 - a. Click **Confirm** if the program will not participate in the Match.
 - b. Click **Cancel** to stop the request.
6. The **Program Status** will display as **Not Part** if you chose to not participate.

The screenshot shows the same 'Match Home Page' as before, but with a confirmation pop-up dialog box open. The dialog box has a title bar 'Please confirm' and a close button. The main text asks 'Are you sure you don't want this program to participate in this match?'. Below the text are two buttons: 'Confirm' and 'Cancel'. A red circle containing the number 5 is next to the dialog box.

The screenshot shows the 'Match Home Page' after the confirmation. The table now shows that the 'Pediatric Surgery/Research' program has a status of 'Not Part', which is highlighted with a red box and a red circle containing the number 6. The 'Pediatric Surgery' program remains 'ACTIVE'.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Pediatric Surgery	1894445F0	ACTIVE	(Pledged on May 10, 2017)	D0 R0	2
Pediatric Surgery/Research	1894445F1	Not Part	Pledged on May 10, 2017)	D0 R0	1

Non-ACGME-Accredited Fellowship Programs:



If the fellowship program is not ACGME-accredited, you will be asked to attest that you have oversight of the program.

1. Click the **Program** you wish to activate.

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United States - Registration, Ranking, and Results @ (R3 @) - 2017 Radiology

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC
My Role: Institution Official
Username: [jmatthews](#)

Match Year: 2017
Appointment Year: 2018

You currently have 0 Active Programs in the Match.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Breast Imaging	1894R02F0	⚠ INITIAL	Dave Gifford (Not Registered)	D0 R0	2

2. The **View Program Details** page displays.

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United States - Registration, Ranking, and Results @ (R3 @) - 2017 Radiology

View Program Details

My Institution: [Secondary Test Institution](#) - Anytown, DC
My Role: Institution Official
Username: [jmatthews](#)

Match Year: 2017
Appointment Year: 2018
NRMP Institution Code: 1894
ACGME Inst Code: 1001
NRMP Program Code: [1894R02F0](#)
ACGME Program Code: R02

Institution Status: ACTIVE
Program Name: Breast Imaging
Program Type: Fellowship
Program Status: INITIAL

Rank Order List

Status

Quota

Change Requests & Approvals

Program Director/Coord

Public Contact

Non-ACGME-Accredited Fellowship Programs, Continued:

3. Click the **Status** tab.
4. Indicate your **Program Status**:
 - a. Click the **Activate** button to activate.
 - b. Click the **Not Participating** button if the program will not be participating.

The screenshot shows the MATCH National Resident Matching Program interface. At the top, there's a header with the MATCH logo and navigation links. Below the header, a section displays user and institution information. A red circle labeled '3' highlights the 'Status' tab in the 'Rank Order List' section. Below this, the 'Current Program Status' is shown as 'INITIAL'. A red circle labeled '4' highlights the 'Activate' button, which is next to the 'Not Participating' button.

5. If the program is being activated, the **Program Affiliation** pop-up displays. Select **Yes** or **No**.
6. Click **Submit**.

The screenshot shows the MATCH National Resident Matching Program interface with a 'Program Affiliation' pop-up window. The pop-up contains the text: 'As the NRMP Institutional Official, I attest that this Program is under the governance of my institution.' Below this text are two radio buttons: 'Yes' (selected) and 'No'. A red circle labeled '5' highlights the 'Yes' radio button. At the bottom of the pop-up, there is a 'Submit' button, which is highlighted by a red circle labeled '6'.

Non-ACGME-Accredited Fellowship Programs, Continued:

- If you selected **No**, another pop-up displays with additional questions. Answer the questions and click **Submit**.

The screenshot shows a pop-up window titled "Program Attestation Questionnaire" with a close button (X) in the top right corner. The window contains two questions with radio button options for "Yes" and "No".

Question 2: As the NRMP Institutional Official, I attest that I have oversight of the Breast Imaging Program (1894R02F0) that is affiliated with my Institution. Therefore, I agree to monitor and approve all changes associated with its participation in this match. ☐ Yes ☐ No

Question 3: As the NRMP Institutional Official, I further attest that an affiliation agreement for this non-ACGME-accredited Program is currently on file and available to the NRMP. ☐ Yes ☐ No

A statement at the bottom reads: "I understand that failure to agree to questions 2 and 3 will prevent the Breast Imaging Program (1894R02F0) from participating in the Radiology Match."

At the bottom of the pop-up are two buttons: "Submit" and "Cancel".

The screenshot shows a confirmation message at the top: "✓ Program has been successfully activated." Below this is a section titled "View Program Details" containing the following information:

My Institution: Secondary Test Institution - Anytown, DC	Match Year: 2017
My Role: Institution Official	Appointment Year: 2018
Username: jmatthews	NRMP Institution Code: 1894
Institution Status: ACTIVE	ACGME Inst Code: 1001
Program Name: Breast Imaging	NRMP Program Code: 1894R02F0
Program Type: Fellowship	ACGME Program Code: R02
Program Status: ACTIVE	

Below the details is a "Rank Order List" section with a pencil icon for editing. It contains four expandable items:

- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord

- A confirmation note displays.