Activating Institutions & Programs

Main Residency Match and Specialties Matching Service

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Users: Institutional Officials (IOs)

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**.

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.

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.

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.

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.
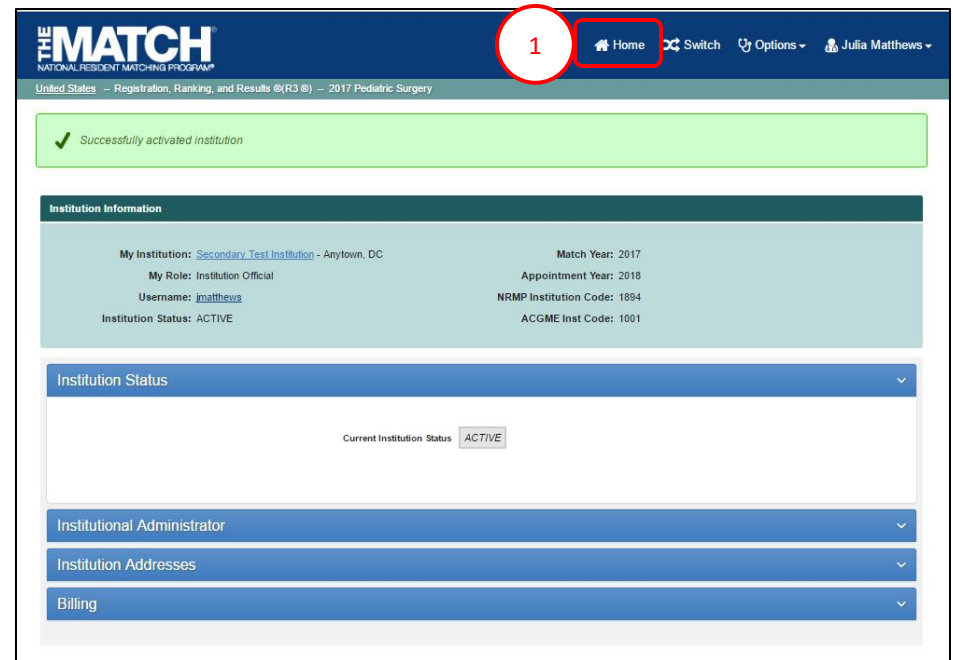
Institution Not Participating:

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.
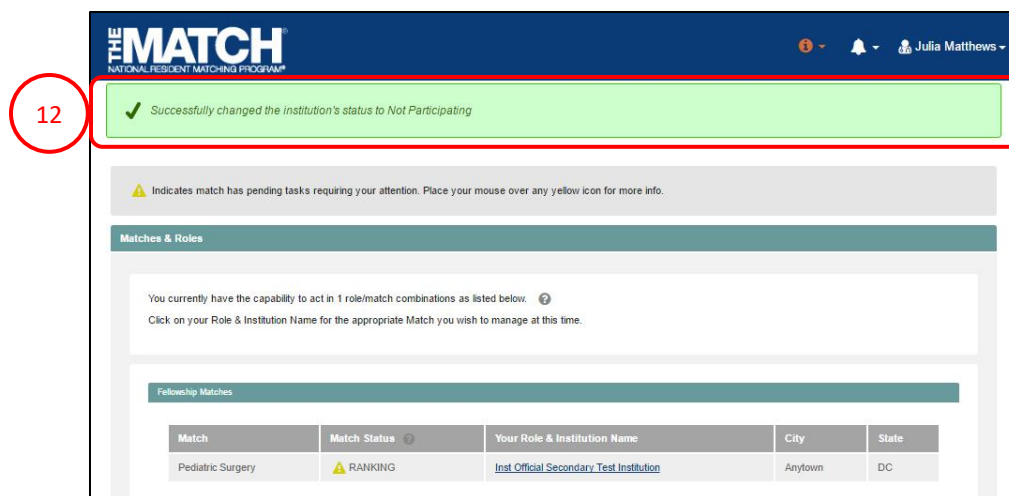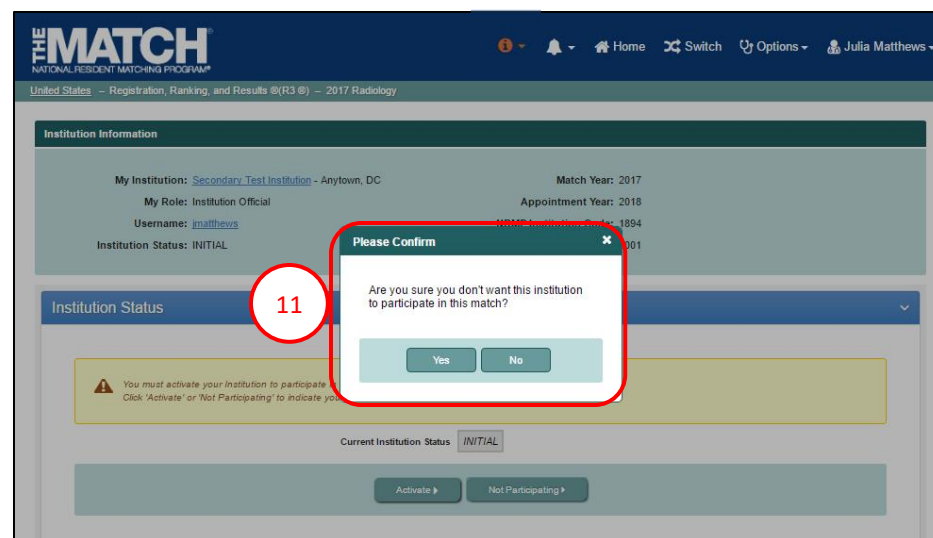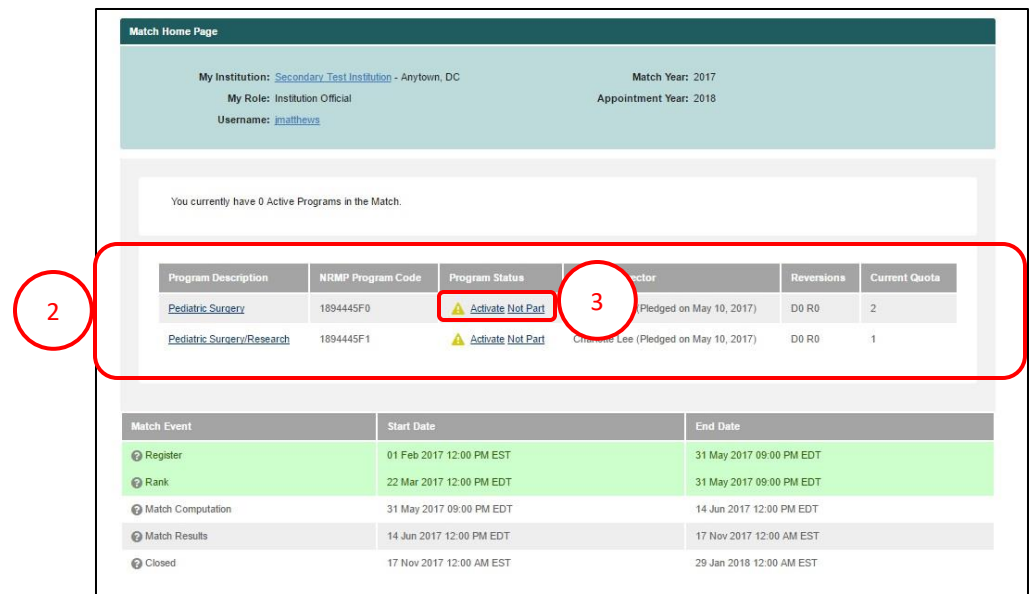
Program Activation:

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

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.

Program Activated:

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

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.

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.

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

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.

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

6. Click **Submit**.

Non-ACGME-Accredited Fellowship Programs, Continued:

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

8. A confirmation note displays.