



Adding & Maintaining Institutional Administrators

Main Residency Match and
Specialties Matching
Service



Users: Institutional
Officials (IOs)

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 1 Active Programs in the Match.

Program Description	NRMP Program Code	Program Status	Program 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

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

Note: This Adding & Maintaining Institutional Administrators guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.

Institutional administrator: The institutional administrator serves as the institutional official's assistant and is authorized to complete all tasks of an institutional official with the exception of activating institutions, activating programs, and approving changes.

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 participates in more than one Match, the role and Match combinations for your account are displayed.



The yellow icon indicates Matches that have pending tasks requiring your attention.

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

Match	Match Status	Your Role & Institution Name	City	State
Main Match	RESULTS	Inst Official National Medical Center-Test Institution	Washington	DC
Fellowship Matches				
Pediatric Surgery	RANKING	Inst Official National Medical Center-Test Institution	Washington	DC

The **Match Home Page** displays for the Match you selected. An example from both Matches is shown on this page.

Main Residency Match Home Page:

5. Your institution, role, username, and Match year display.
6. The programs for which you are registered will display, along with each program's NRMP program code, status, director, reversions, and quota number.
7. Main Residency Match Event dates display.

My Institution: [Secondary Test Institution](#) - Anytown, DC
Match Year: 2017

My Role: Institution Official
Appointment Year: 2018

Username: [jmathews](#)

You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Breast Imaging	1894R02F0	⚠️ ACTIVE	Filius Filtrick (Pledged on May 26, 2017)	D0 R0	2

Match Event	Start Date	End Date
Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Rank	26 May 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Match Computation	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
Match Results	14 Jun 2017 12:00 PM EDT	14 Dec 2017 12:00 AM EST
Closed	14 Dec 2017 12:00 AM EST	19 Mar 2018 12:00 AM EDT

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC
Match Year: 2017

My Role: Institution Official

Username: [jmathews](#)

You currently have 7 Active Programs in the Match. Click a Program Description to manage the Program.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Dermatology	1894080C0	ACTIVE	Filius Filtrick (Pledged on May 26, 2017)	D0 R0	1
Dermatology	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Family Medicine	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2
Internal Medicine - TEST	1894140C0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2
Pediatrics	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Plastic Surgery	1894360A0	⚠️ Activate Not Part	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	1
Radiology-Diagnostic	1894420A0	⚠️ ACTIVE	Filius Filtrick (Pledged on May 26, 2017)	D0 R0	3
Radiology-Diagnostic	1894420R0	⚠️ Activate Not Part		D0 R0	1
Radiation Oncology	1894430A0	⚠️ Activate Not Part	Filius Filtrick (Pledged on May 26, 2017)	D0 R0	2
Vascular Surgery	1894451P0	ACTIVE	Archie Patterson (Not Registered)	D0 R0	1
Internal Medicine/Family Medicine	1894740P0	WITHDRAWN	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2

2017

Aug 02

Rank order list entry begins at 12:00 noon ET for all users

Aug 30

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.

May 31

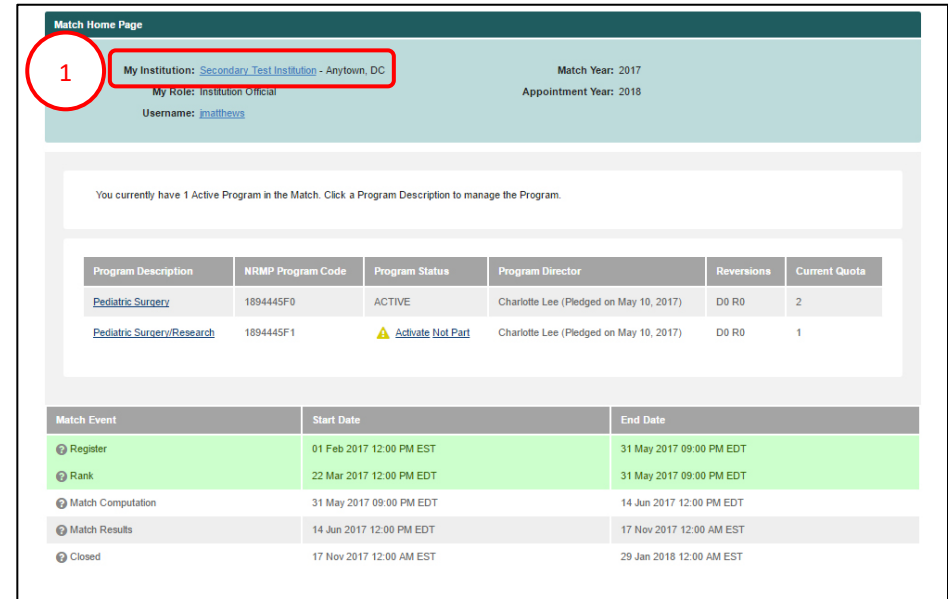
Match Day! Match results released in R3® system at 1:00 p.m. ET.

Fellowship Match Home Page:

5. Your institution, role, username, Match year and appointment year details display.
6. The programs for which you are registered will display, along with each program's NRMP code, status, director, reversions, and quota number.
7. Fellowship Match event dates display.

Adding/Maintaining Institutional Administrators:

1. Click the **My Institution** link to add or maintain institutional administrator details.



Match Home Page

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

Match Year: 2017
 Appointment Year: 2018

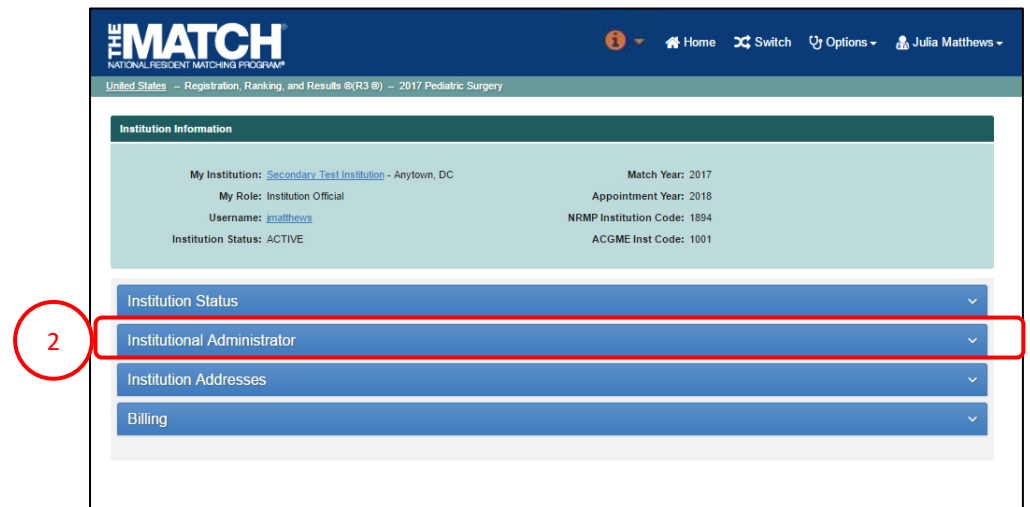
You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.

Program Description	NRMP Program Code	Program Status	Program 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

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The **Institution Information** page displays.

2. Click the **Institutional Administrator** tab.



THE MATCH
 NATIONAL RESIDENT MATCHING PROGRAM

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

Institution Information

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

Match Year: 2017
 Appointment Year: 2018
 NRMP Institution Code: 1894
 ACGME Inst Code: 1001

- Institution Status
- Institutional Administrator**
- Institution Addresses
- Billing

Remove Institutional Administrator:

1. Click **Remove IA**.

The screenshot shows the 'Institutional Administrator' section of the THE MATCH website. The 'Institutional Administrator' field is currently populated with 'William Comacho'. A red circle labeled '1' highlights the 'Remove IA' button, which is located next to the 'Change IA' button.

2. A note confirms the institutional administrator removal.

The screenshot shows the same interface as the previous one, but with a green confirmation message at the top: '✓ Successfully removed institution administrator'. A red circle labeled '2' highlights this message. Below the message, the 'Institutional Administrator' field is now blank, and a red circle labeled '3' highlights this field.

3. Click the **Institutional Administrator** tab to confirm the institutional administrator field is blank.

Change Institutional Administrator using Search Function:

1. Click **Change IA**.

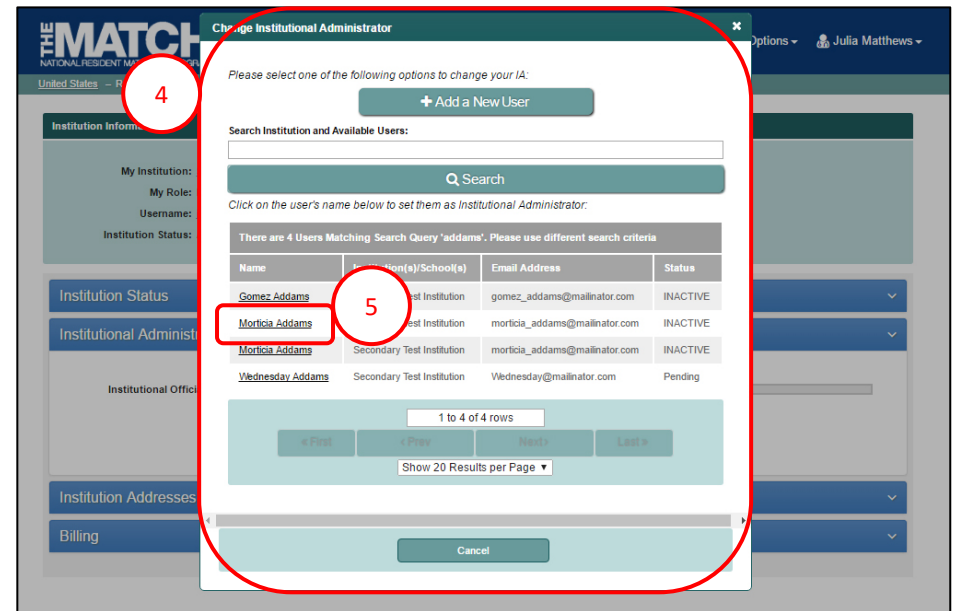
The screenshot shows the 'Institutional Information' page. Under the 'Institutional Administrator' section, the current administrator is 'William Comacho'. A red circle with the number '1' highlights the '+ Change IA' button next to the administrator's name.

2. The **Change Institutional Administrator** pop-up displays.
3. Enter last name of the institutional administrator to be added and click **Search** to find a user currently associated with your institution. Search results:
- Also display inactive users no longer associated with any institution.
 - Do not show the names of other institutions' active staff.

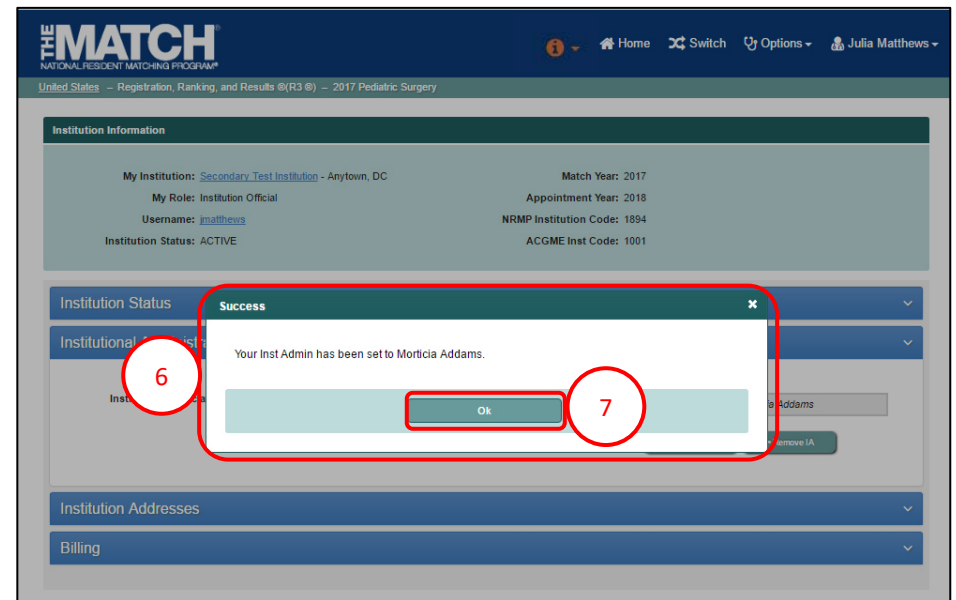
The screenshot shows the 'Change Institutional Administrator' pop-up window. The window is circled in red with a red circle containing the number '2'. Inside the window, the 'Search' button is circled in red with a red circle containing the number '3'. The search bar is labeled 'Search Institution and Available Users:'.

Change Institutional Administrator using Search Function, Continued:

4. Search results display.
5. If the name of the individual you want to add as your institutional administrator is listed, click the name.



6. The **Success** pop-up displays indicating you have successfully set a new institutional administrator.
7. Click **OK**.
 - **Institutional administrators new to your institution in R3®:** Will receive a token email allowing them to access the institution and programs.
 - **Institutional administrators currently affiliated with your institution in R3®:** Can login using their username and password to access the institution and programs.



Change Institutional Administrator using Add New User:

1. Click **Change IA**.

The screenshot shows the 'Institution Information' page. At the top, it displays 'My Institution: Secondary Test Institution - Anytown, DC', 'My Role: Institution Official', 'Username: jmatthews', and 'Institution Status: ACTIVE'. To the right, it shows 'Match Year: 2017', 'Appointment Year: 2018', 'NRMP Institution Code: 1894', and 'ACGME Inst Code: 1001'. Below this, there are expandable sections for 'Institution Status', 'Institutional Administrator', 'Institution Addresses', and 'Billing'. The 'Institutional Administrator' section is expanded, showing 'Institutional Official: Julia Matthews' and 'Institutional Administrator: William Comacho'. Below the administrator's name, there are two buttons: '+ Change IA' and '- Remove IA'. The '+ Change IA' button is circled in red, and a red circle with the number '1' is placed next to it.

2. The **Change Institutional Administrator** pop-up displays.

3. Click **Add a New User**.

The screenshot shows the 'Change Institutional Administrator' pop-up window. The window has a title bar with a close button. Inside, it says 'Please select one of the following options to change your IA:'. Below this, there is a button labeled '+ Add a New User', which is circled in red. A red circle with the number '3' is placed next to this button. Below the button, there is a search section with the text 'Search Institution and Available Users:', a search input field, and a 'Q Search' button. At the bottom of the pop-up, there is a 'Cancel' button. The background of the screenshot shows the same 'Institution Information' page as the first image, but it is dimmed.

Change Institutional Administrator using Add New User, Continued:

4. The **Change Institutional Administrator** pop-up displays. Enter the institutional administrator's details.

5. Click **Mail User Token**.

The screenshot shows the 'Change Institutional Administrator' pop-up form. The form has a title bar with a close button. Below the title bar, there is a section for 'Set Institutional Administrator to New User'. This section contains four input fields: 'First Name', 'Last Name', 'Email Address', and 'Date of Birth'. Each field has a red asterisk indicating it is required. To the right of the 'Date of Birth' field is a calendar icon. Below the input fields is a button labeled 'Mail User Token' with a magnifying glass icon. A 'Cancel' button is located at the bottom of the form. Red circles with numbers 4 and 5 highlight the input fields and the 'Mail User Token' button, respectively.

6. The **Success** pop-up displays indicating you have successfully set a new institutional administrator.

7. Click **OK**.

- The new institutional administrator will receive a token email to redeem and create an account allowing access to the institution and programs.

The screenshot shows the 'Success' pop-up message. The message box has a title bar with a close button. The main text reads: 'Your Institutional Administrator has been set to William Comacho.' Below the text is an 'Ok' button. Red circles with numbers 6 and 7 highlight the message box and the 'Ok' button, respectively.