NATIONAL RESIDENT MATCHING PROGRAM®

Adding & Maintaining Program Directors

Main Residency Match and Specialties Matching Service

Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)

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aed States – Registration, Ranking, an	nd Results (6(R3 6) - 2	017 Pedatric Surgery		-			
Match Home Page							
My Institution: Secon My Role: Institut Username: institu	Match Appointmen	1 Year: 2017 1 Year: 2018					
You currently have 1 Active P	rograms in the Match						
Program Description	NIIMP Program Co	de Program Status	Program Director	_	ar	versions C	ument Questia
Program Description Pedatic Surgery	NRM ^D Program Co 1854445F5	te Program Staten ACTIVE		ged on May 10, 2017			
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Pedatric Surgery	1994445F0 1894445F1	ACTIVE	Charlotte Lee (Pled	ged on May 10, 2017	η οο	RØ 2	
Pediatric Surgery Research Pediatric Surgery Research	189445F8 1894445F1 Start	ACTIVE	Charlotte Lee (Pled	ged on May 10, 2013 ged on May 10, 2013	n Do	R0 2	
Pediatric Surgery Pediatric Surgery/Research	1894445F0 1894445F1 Start 01Fr	ACTIVE	Charlotte Lee (Pled	ged on May 10, 2017 ged on May 10, 2017 End Date	n Do n Do	R6 2 R6 1	
Pediatric Sergery/Research Pediatric Sergery/Research Mateuri Event Q Register	1894445F0 1894445F1 (2101) 01 Fe 22 M	ACTIVE Activate Not Part	Charlotte Lee (Pled	ged on May 10, 2017 ged on May 10, 2017 End Dutte 31 May 2017	n Do n Do 19 30 PM 1	R6 2 R6 1 EDT	
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Note: This Adding & Maintaining Program Directors guide explains how to complete this task using a desktop computer. 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.

Program director: Every program must always have one program director.

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.

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Applicants and Staff from Instituti	ions, Hospitals, Programs, or	Schools. If you have already created a Userna	me and Password for a c	urrent Match, enter the	m here.	
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(1	mame:	ername or Password			
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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.

	<u>econdary Test Institution</u> - Any stitution Official atthews	own, 00	Match Year: 20 Appointment Year: 20		5
You currently have 1 Ac	tive Program in the Match. Clic	ok a Program Descriptic	on to manage the Program.		
Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Breast Imaging	1894R02F0	ACTIVE	Filius Flitwick (Pledged on May 26,	2017) D0 R0	2 6
Match Event	Start Dat	e	En	d Date	
@ Register	22 Mar 2	017 12:00 PM EDT	31	May 2017 09:00 PM EDT	
@ Rank	26 May 2	017 12:00 PM EDT	31 May 2017 09:00 PM EDT		
O Match Computation	31 May 2	017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT		6
	14 Jun 20	017 12:00 PM EDT	14	Dec 2017 12:00 AM EST	(-
Match Results	14 Jun 2017 12:00 PM EDT 14 Dec				

My Institution: <u>Secondary</u> My Role: Institution C Username: <u>imatthews</u>		c	Match Year: 2017		
You currently have 7 Active Progra	ams in the Match. Click a Pro	gram Description to manag	je the Program.		
Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quo
Dermatology	1894080C0	ACTIVE	Filius Flitwick (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 Flitwick (Pledged on May 26, 2017)	D0 R0	3
Radiology-Diagnostic	1894420R0	Activate Not Part		D0 R0	1
Radiation Oncology	1894430A0	A Activate Not Part	Filius Flitwick (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
Aug Rank order list entry be 02	gins at 12:00 noon ET for all t	2017 users			

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 Program Directors:

1. Click the **Program Description** link to add or maintain program director details.

My Role: Insti	My Institution: <u>Secondary Test Institution</u> - Anytown, DC My Role: Institution Official Username: <u>inatifiews</u>				: 2017 : 2018		
You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.							
Program Description	NRMP Prog	ram 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 o	n May 10, 2017)	D0 R0	1
		Start Date			End Date		
Match Event		Start Date					
Match Event	-		7 12:00 PM EST	_	31 May 2017 09:00	PM EDT	
	_	01 Feb 201	7 12:00 PM EST 7 12:00 PM EDT	_	31 May 2017 09:00 31 May 2017 09:00		
Register		01 Feb 201 22 Mar 201				PM EDT	
 		01 Feb 201 22 Mar 201 31 May 201	7 12:00 PM EDT		31 May 2017 09:00	PM EDT	

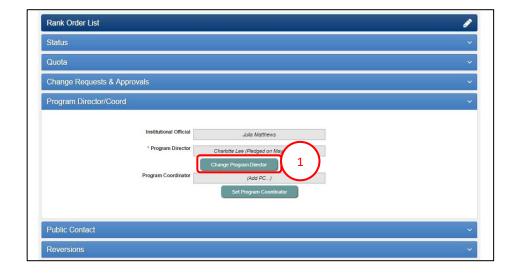
The View Program Details page displays.

2. Click the **Program Director/Coord** tab.

My Institution: Secondary Test Institution - Anytown, DC	Match Year: 2017	
My Role: Institution Official	Appointment Year: 2018	
Username: imatthews	NRMP Institution Code: 1894	
Institution Status: ACTIVE	ACGME Inst Code: 1001	
Program Name: Pediatric Surgery	NRMP Program Code: 1894445F0	
Program Type: Fellowship	ACGME Program Code: 4456543210	
Program Status: ACTIVE		
Rank Order List		
Status		
Quota		
Change Requests & Approvals		
Program Director/Coord		
Program Director/Coord Public Contact		

Change Program Director using Search Function:

1. Click the **Change Program Director** button.



- 2. The Change Program Director pop-up displays.
- 3. Enter the program director's last name you would like to add in the **Search Institution and Available Users** field and click **Search**.

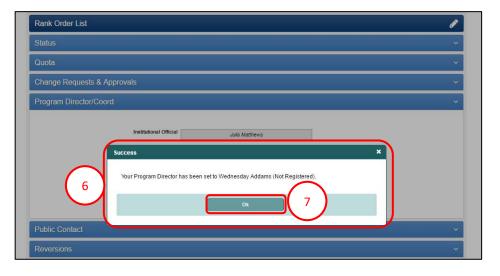
	() -	者 Home	X Switch	ଫୁ Options -	뤎 Julia Matthews 🗸
Program Status: AUTIVE					
Rank Order List					ø
Status					~
Quota					~
Change Requests & Approvals					~
Program 2 Change Program Director Set Program Director Please select one of the following options to change you Select throm Existing PDs in [Select.]. Search Institution and Available Users: Public Contact Reversions		ector: ► Add a Nev	w User		*) *

Change Program Director using Search Function, Continued:

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

			🚺 👻 🐴 Home	🗙 Switch	Ųr Options →	🎄 Julia Matthews -
Program Status: # Rank Orde	Char.ge Program Direct	tor he following options to chan	ne vour Program Director		×	/
Status Quota Change Requests & /	Select from Existing	PDs in (Select) Match:	Add a Nev	v User		~ ~ ~
Program Director/Coc	There are 4 Users M		s'. Please use different search criter			~
	Name Gomez Addams Morticia Addams Morticia Addams	Institution(s) Secondary Test Institution Test Institution 5 st Institution	Email Address gomez_addams@mailinator.com morticia_addams@mailinator.com morticia_addams@mailinator.com	Status INACTIVE INACTIVE INACTIVE		
Public Contact	<u>Wednesday Addams</u>	< Prev	Vednesday@mailinator.com	Pending		~
Reversions		Can Contact Us Copyright In	icel			· ·

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



Change Program Director using Add New User:

1. Click the **Change Program Director** button.

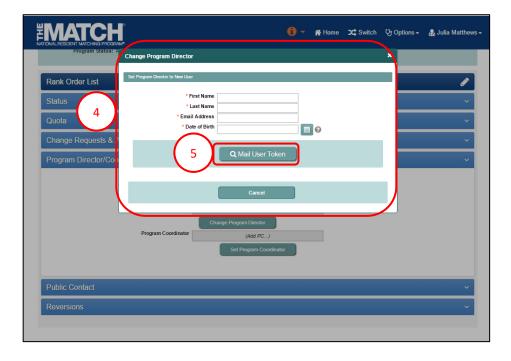
Rank Order List	
Status	Ŷ
Quota	~
Change Requests & Approvals	~
Program Director/Coord	~
* Program Director Charlotte Lee (Pledged on Ma	
Change Program Director (Adg PC) Set Program Coordinator	
Program Coordinator (Add PC)	v

- 2. The Change Program Director pop-up displays.
- 3. Click the **Add a New User** button.

	0 -	🖷 Home 🛛 🎗 Switc	n 😲 Options -	뤎 Julia Matthews -
Program Status: ACTIVE				
Rank Order List				ø
Status				~
Quota				~
Change Requests & Approvals				~
Program 2 Change Program Director Set Program Director Select from Existing PDr Mai Search Institution	following options to change your Program Om in (Select.) Q Search Cancel	octor.)

Change Program Director using Add New User, Continued:

- 4. The **Change Program Director** pop-up displays. Enter the program director details.
- 5. Click Mail User Token.



- 6. The **Success** pop-up displays indicating you have successfully set your program director.
- 7. Click **OK**.
 - The new program director will receive a token email to redeem and create an account to access the program.

Rank Order List	1
Status	~
Quota	~
Change Requests & Approvals	~
Program Director/Cor Success Your Program Director has been set to Charlotte Lee (Pledged on May 10, 2017). Ok 7 Set Program Cooxtinutor	~
Public Contact	~
Reversions	~

Change Program Director using Select from Drop-Down:

1. In the **Change Program Director** pop-up, click the drop-down box to select from your existing program directors in the current Match.

	🤨 👻 🦛 Home 💢 Switch 약 Options - 🖁 Julia Matthews -
Program Status: A Change Program Director	×
Rank Order List	
Status	+ Add a New User
Quota	
Change Requests & F	Q Search
Program Director/Coo	~ ·
Institutional Official Julia Matthews	1
* Program Director Tobi Vishal (Not Regi	stered)
Charge Program Director Program Coordinator (Add PC)	
Set Program Coord	inator
Public Contact	~
Reversions	······································

- 2. The **Success** pop-up displays indicating you have successfully set your program director.
- 3. Click **OK**. The selected program director can login to R3® using their username and password to access the program.

Rank Order List	1
Status	~
Quota	~
Change Requests & Approvals	~
Program Director/Cor 2 Your Program Director has been set to Charlotte Lee (Pledged on May 10, 2017). Charlotte Lee (Pledged on May 10, 2017). Charlotte Lee (Pledged on May 10, 2017). Set Program Coordinator	~
Public Contact	~
Reversions	Ÿ