



Adding & Maintaining Program Directors

Main Residency Match and
Specialties Matching
Service



Users:

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

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM

Home Switch Options Julia Matthews

United States - Registration, Ranking, and Results (R3 R) - 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	Reservations	Current Quota
Pediatric Surgery	189444SF8	ACTIVE	Charlotte Lee (Pledged on May 10, 2017)	00 R8	2
Pediatric Surgery/Research	189444SF1	Activate Not Part	Charlotte Lee (Pledged on May 10, 2017)	00 R8	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 **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.

Match	Match Status	Your Role & Institution Name	City	State
Main Residency Match	RESULTS	Inst Official National Medical Center-Test Institution	Washington	DC

Match	Match Status	Your Role & Institution Name	City	State
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	Filus Filtrick (Pledged on May 26, 2017)	D0 R0	2

Match Event	Start Date	End Date
1 Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
2 Rank	26 May 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	14 Dec 2017 12:00 AM EST
5 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	Filus 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	Filus Filtrick (Pledged on May 26, 2017)	D0 R0	3
Radiology-Diagnostic	1894420R0	⚠️ Activate Not Part		D0 R0	1
Radiation Oncology	1894430A0	⚠️ Activate Not Part	Filus 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 Program Directors:

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

The screenshot shows the 'Match Home Page' with user information at the top: 'My Institution: Secondary Test Institution - Anytown, DC', 'My Role: Institution Official', 'Username: jmattheus', 'Match Year: 2017', and 'Appointment Year: 2018'. Below this, a message states: 'You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.' A table lists two program descriptions, with the first one circled in red and labeled with a red '1'.

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
➊ Register	01 Feb 2017 12:00 PM EST	31 May 2017 09:00 PM EDT
➋ Rank	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
➌ Match Computation	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
➍ Match Results	14 Jun 2017 12:00 PM EDT	17 Nov 2017 12:00 AM EST
➎ Closed	17 Nov 2017 12:00 AM EST	29 Jan 2018 12:00 AM EST

The **View Program Details** page displays.

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

The screenshot shows the 'View Program Details' page with user information at the top: 'My Institution: Secondary Test Institution - Anytown, DC', 'My Role: Institution Official', 'Username: jmattheus', 'Match Year: 2017', 'Appointment Year: 2018', 'NRMP Institution Code: 1894', 'ACGME Inst Code: 1001', 'NRMP Program Code: 1894445F0', and 'ACGME Program Code: 4456543210'. Below this, a list of tabs is shown, with 'Program Director/Coord' circled in red and labeled with a red '2'.

Rank Order List
Status
Quota
Change Requests & Approvals
Program Director/Coord
Public Contact
Reversions

Change Program Director using Search Function:

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

This screenshot shows a sidebar menu on the left with items: Rank Order List, Status, Quota, Change Requests & Approvals, and Program Director/Coord. The main content area displays the 'Program Director/Coord' section. It includes fields for 'Institutional Official' (Julia Matthews), 'Program Director' (Charlotte Lee (Pledged on May)), and 'Program Coordinator' (Add PC...). A red circle with the number 1 highlights the 'Change Program Director' button located below the Program Director field.

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**.

This screenshot shows the 'Change Program Director' pop-up dialog box. The dialog has a title bar 'Change Program Director' and a close button. Inside, there is a 'Set Program Director' section with a dropdown menu 'Select from Existing PDs in Match:' and a '+ Add a New User' button. Below this is a search section with the label 'Search Institution and Available Users:' and a text input field. A red circle with the number 2 highlights the search input field. To the right of the input field is a 'Search' button, which is highlighted with a red circle and the number 3. A 'Cancel' button is at the bottom of the dialog.

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.
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.

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Program Status: [Rank Order] [Status] [Quota] [Change Requests & Approvals] [Program Director/Coord]

Change Program Director

Set Program Director

Please select one of the following options to change your Program Director:

Select from Existing PDs in Match: (Select...) **+ Add a New User**

Search Institution and Available Users: **Search**

Click on the user's name below to set them as Program Director:

There are 4 Users Matching Search Query 'addams'. Please use different search criteria

Name	Institution(s)	Email Address	Status
Gomez Addams	Secondary Test Institution	gomez_addams@mailinator.com	INACTIVE
Morticia Addams	Secondary Test Institution	morticia_addams@mailinator.com	INACTIVE
Morticia Addams	Test Institution	morticia_addams@mailinator.com	INACTIVE
Wednesday Addams	Test Institution	Wednesday@mailinator.com	Pending

1 to 4 of 4 rows

< First < Prev Next > Last >

Show 20 Results per Page ▾

Cancel

Rank Order List [Status] [Quota] [Change Requests & Approvals] [Program Director/Coord]

Institutional Official: Julia Matthews

Success

Your Program Director has been set to Wednesday Addams (Not Registered).

OK

Change Program Director using Add New User:

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

Rank Order List

Status

Quota

Change Requests & Approvals

Program Director/Coord

Institutional Official: Julia Matthews

* Program Director: Charlotte Lee (Pledged on May)

Change Program Director (circled with 1)

Program Coordinator: (Add PC...)

Set Program Coordinator

Public Contact

Reversions

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

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®
Program Status: ACTIVE

Rank Order List

Status

Quota

Change Requests & Approvals

Program

Change Program Director (circled with 2)

Set Program Director

Please select one of the following options to change your Program Director:

Select from Existing PDs in Match: (Select...) (circled with 2)

+ Add a New User (circled with 3)

Search Institution and Available Users:

Q Search

Cancel

Public Contact

Reversions

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**.

The screenshot shows the 'Change Program Director' pop-up window. The window has a title bar with a close button. Inside, there is a section titled 'Set Program Director to New User' with four input fields: 'First Name', 'Last Name', 'Email Address', and 'Date of Birth'. A red circle with the number '4' is around the 'Email Address' field. Below the input fields is a button labeled 'Mail User Token' with a magnifying glass icon, which is circled with a red circle and the number '5'. There is also a 'Cancel' button at the bottom of the pop-up. The background shows the 'THE MATCH' interface with various menu items like 'Rank Order List', 'Status', 'Quota', 'Change Requests & Approvals', 'Program Director/Coordinator', 'Public Contact', and 'Reversions'.

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.

The screenshot shows the 'Success' pop-up window. The window has a title bar with a close button. Inside, there is a message: 'Your Program Director has been set to Charlotte Lee (Pledged on May 10, 2017)'. Below the message is an 'Ok' button, which is circled with a red circle and the number '7'. A red circle with the number '6' is around the entire pop-up window. The background shows the 'THE MATCH' interface with various menu items like 'Rank Order List', 'Status', 'Quota', 'Change Requests & Approvals', 'Program Director/Coordinator', 'Public Contact', and '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.
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.

