



Adding a Program

Main Residency Match and
Specialties Matching Service

Users:



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

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', their role as 'Institution Official', and their username as 'jmatthews'. A dropdown menu is open, showing options: 'View Agreement', 'Applicant Match History', 'Program Directory', 'Current Match Applicants', 'Reports', and 'Add New Program'. Below this, a message states: 'You currently have 6 Active Programs in the Match. Click a Program Description to manage the Program.' A table lists the active programs:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SOAP
Dermatology	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
Family Medicine	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	Pending
Internal Medicine - TEST	1894140C0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	No
Pediatrics	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
Radiology-Diagnostic	1894420A0	ACTIVE	Filous Filtrick (Pledged on May 26, 2017)	D0 R0	4	Pending

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

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 (institutional officials and institutional administrators with programs in more than one Match):

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 Match you wish to manage.

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: [matthews](#)

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
➊ Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
➋ Rank	26 May 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	14 Dec 2017 12:00 AM EST
➎ 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: [matthews](#)

You currently have 6 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	SOAP ?
Dermatology	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
Family Medicine	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	Pending
Internal Medicine - TEST	1894140C0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	No
Pediatrics	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
Radiology-Diagnostic	1894420A0	ACTIVE	Filius Filtrick (Pledged on May 26, 2017)	D0 R0	4	Pending
Radiology-Diagnostic	1894420R0	⚠️ Activate Not Part		D0 R0	1	Pending
Radiation Oncology	1894430A0	⚠️ Activate Not Part	Filius Filtrick (Pledged on May 26, 2017)	D0 R0	2	Pending
Vascular Surgery	1894451P0	ACTIVE	Archie Patterson (Not Registered)	D0 R0	1	Pending
Internal Medicine/Family Medicine	1894740P0	WITHDRAWN	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	

2017

May 23	Rank order list entry begins at 12:00 noon ET for all users
Jun 16	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.

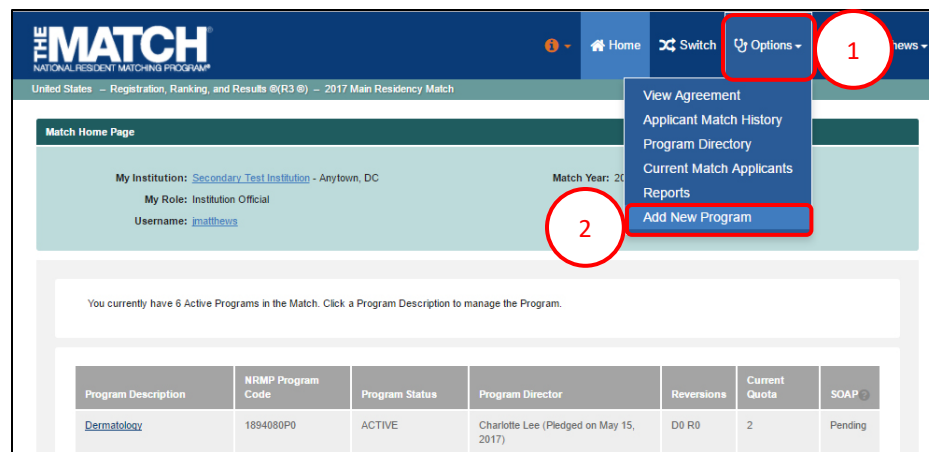
Fellowship Match Home Page:

5. Your institution, role, username, Match year, and appointment year 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 a Previously Existing Program:

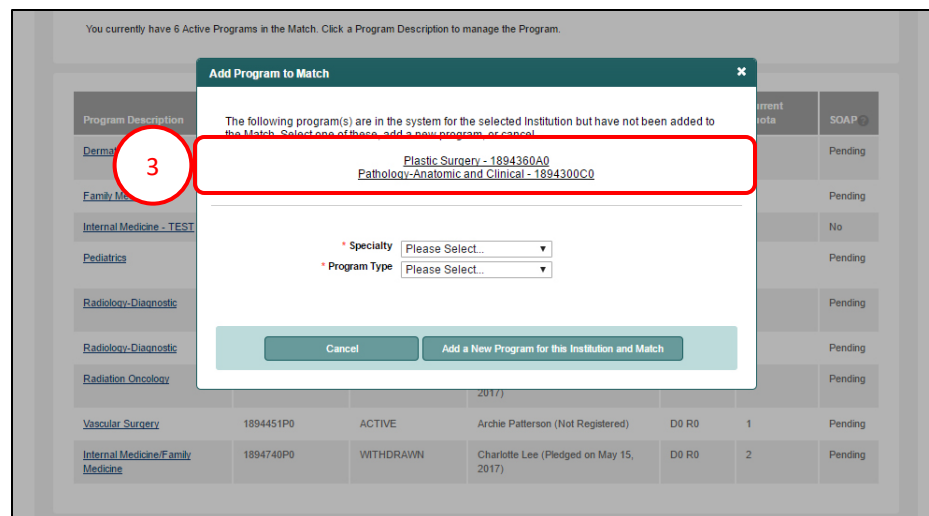
Active programs display on the **Match Home Page**.

1. Click the **Options** menu.
2. Click **Add New Program**.



The **Add Program to Match** pop-up window displays.

3. Programs that are not active for your institution but were active in previous Matches are listed.
 - a. To add one of the listed programs to the current Match, click the link for the program.
4. The **My Programs** screen displays and the green note confirms that you have successfully added the program to the current Match. The program must be activated and the program director updated to participate in the Match. See the **Activating Institutions & Programs** guide.



Adding a New or Not Previously Participating Program:

To add a program not listed on your **Match Home Page** or not registered in previous Matches, follow the next set of instructions.

5. Select the **Specialty** and **Program Type** for the program you wish to add to this Match from the drop-down menus.
 - a. To learn more about each program type, go to www.nrmp.org.
6. Click the **Add a New Program for this Institution and Match** button.

The screenshot shows the 'THE MATCH' National Resident Matching Program interface. A modal window titled 'Add Program to Match' is open. It displays a list of programs: 'Plastic Surgery - 1894360A0' and 'Pathology-Anatomic and Clinical - 1894300C0'. Below the list, there are two dropdown menus: '* Specialty' and '* Program Type', both with 'Please Select...' as the current selection. These dropdowns are circled in red and labeled with a red '5'. At the bottom of the modal, there are two buttons: 'Cancel' and 'Add a New Program for this Institution and Match'. The latter button is highlighted with a red box and labeled with a red '6'. The background shows a table of active programs with columns for Program Description, ID, Status, Director, D0 R0, and SOAP status.

Program Description	ID	Status	Director	D0 R0	SOAP
Dermatology					Pending
Family Medicine					Pending
Internal Medicine - TEST					No
Pediatrics					Pending
Radiology-Diagnostic					Pending
Radiology-Diagnostic					Pending
Radiation Oncology					Pending
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

Step 1: Program Information

1. Enter the program information, including **ACGME Code** (if required) and **Quota** number. The quota is the number of positions you want to fill in the Match.

Fields with a * are required.

2. Click **Next**.

The screenshot shows the 'PROGRAM INFORMATION' step of the MATCH process. A progress bar at the top indicates four steps: 1. PROGRAM INFORMATION (highlighted with a red circle), 2. PROGRAM DIRECTOR, 3. PUBLIC CONTACT INFO, and 4. ACTIVATE PROGRAM. Below the progress bar, a message states: 'To add a Program to Secondary Test Institution for the above Match, complete these 4 steps.' The form contains several fields: 'Program Description' (with 'Dermatology' entered), 'Additional Program Description', 'ACGME Code', 'Osteopathic Recognition' (with a checkbox and a question mark icon), and 'Quota'. Fields marked with an asterisk (*) are required. At the bottom, there are 'Next >' and 'Cancel' buttons. A red circle with the number '2' highlights the 'Next >' button.

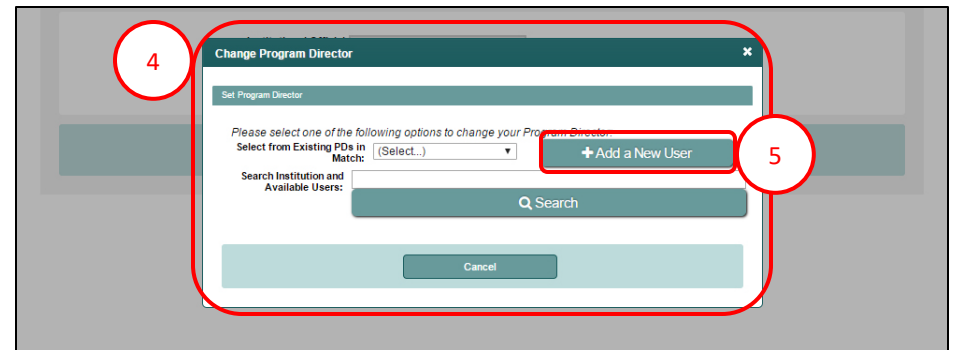
Step 2: Program Director

3. When adding a new program to a Match, you must select a program director. Click **Set Program Director**.

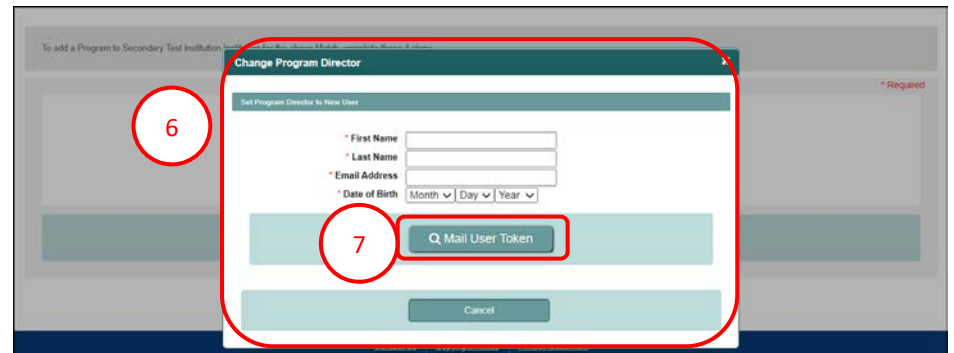
The screenshot shows the 'PROGRAM DIRECTOR' step of the MATCH process. A progress bar at the top indicates four steps: 1. PROGRAM INFORMATION, 2. PROGRAM DIRECTOR (highlighted with a red circle), 3. PUBLIC CONTACT INFO, and 4. ACTIVATE PROGRAM. Below the progress bar, a message states: 'To add a Program to Secondary Test Institution for the above Match, complete these 4 steps.' The form contains two fields: 'Institutional Official' (with 'Julia Matthews' entered) and '* Program Director' (with '(Add PD...)' entered). Fields marked with an asterisk (*) are required. At the bottom, there are 'Back', 'Next >', and 'Cancel' buttons. A red circle with the number '3' highlights the 'Set Program Director' button.

Program Director, Continued: Add a New PD

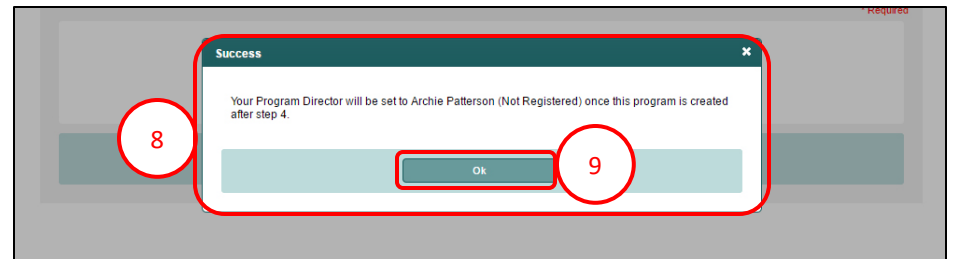
4. The **Change Program Director** pop-up displays.
5. Click the **Add a New User** button.



6. The **Change Program Director** pop-up displays. Enter the program director's details.
7. Click **Mail User Token**.

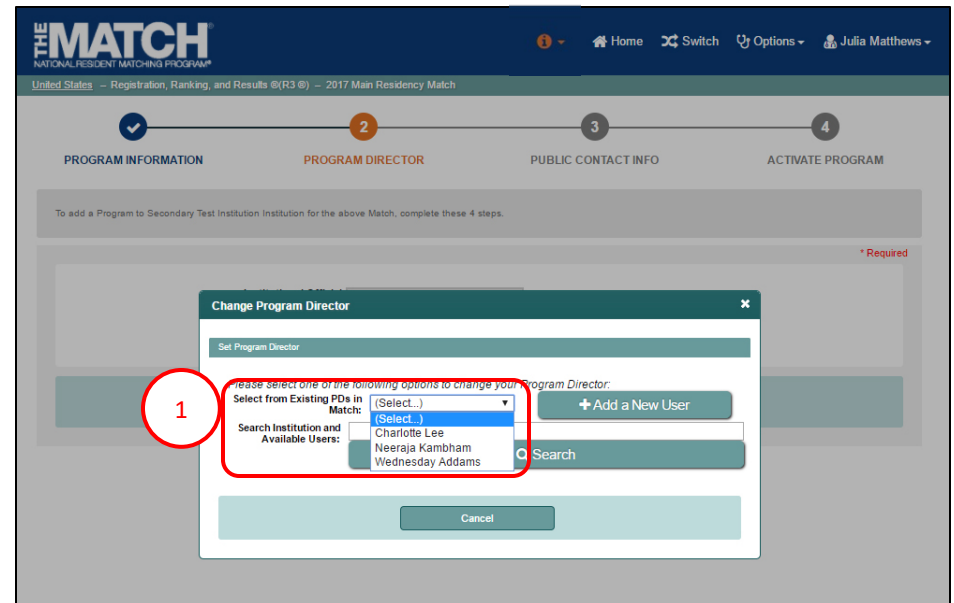


8. The **Success** pop-up displays indicating the program director you entered will be set once the program has been added to the Match.
9. Click **OK**.
 - a. The new program director will receive a token email to redeem and create an account to access the program.

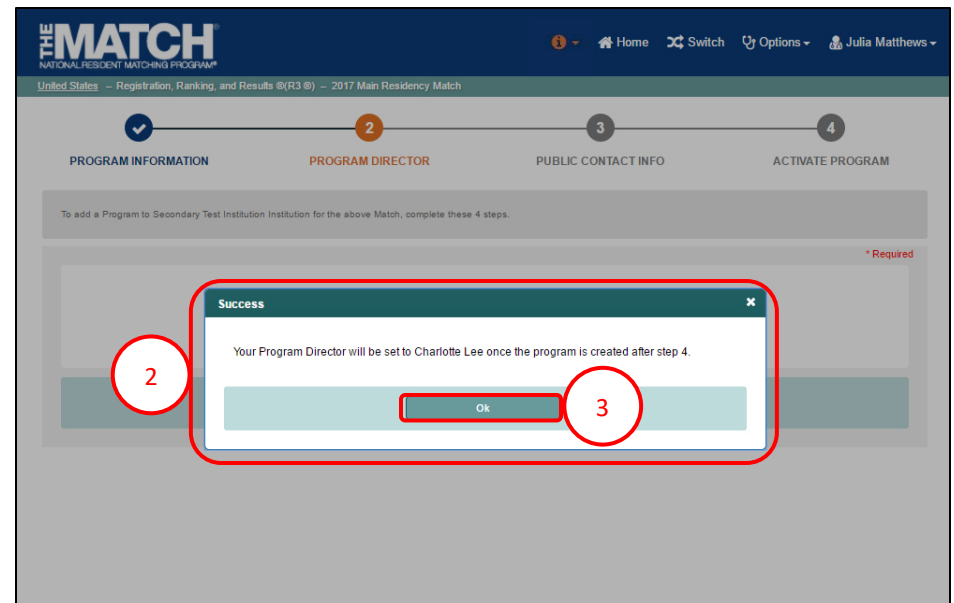


Program Director, Continued: Select program director from existing users

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



2. The **Success** pop-up displays indicating the program director you selected will be set once the program has been added to the Match.
3. Click **OK**.
 - The program director can log in to the R3 system using their username and password to access the program.



Step 3: Public Contact Information

1. Enter the **Program Address** and **Program Contact Information** in the appropriate fields.
2. Click **Next**.

The screenshot displays the 'THE MATCH' National Resident Matching Program interface. At the top, a navigation bar includes the logo, a user profile for 'Julia Matthews', and links for Home, Switch, Options, and a notification icon. Below this, a progress bar shows four steps: 'PROGRAM INFORMATION', 'PROGRAM DIRECTOR', 'PUBLIC CONTACT INFO' (highlighted with a red box and a red circle containing the number 1), and 'ACTIVATE PROGRAM'. A message states: 'To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.' The main form area is divided into two sections: 'Program Address' and 'Program Contact Information'. The 'Program Address' section includes fields for Country (set to 'United States'), Mail Stop, Street Address Line 1, Street Address Line 2, Street Address Line 3, City / Town, State (a dropdown menu), and Zip / Postal Code. The 'Program Contact Information' section includes fields for Public Phone Number, Public Fax Number, Public Email Address, Program Coordinator Email Address, and Program URL. A red circle containing the number 2 highlights the 'Next' button at the bottom of the form, which is also highlighted with a red box. 'Back' and 'Cancel' buttons are also visible.

Step 4: Activate Program

1. Choose the **Program Status** from the drop-down menu.
 - a. **Initial:** If you wish to activate the program later or are in the role of an institutional administrator, choose **Initial**.
 - b. **Activate:** If you wish to activate the Program now and are an institutional official, choose **Activate**.
2. Click **Finished**.

The screenshot shows the 'ACTIVATE PROGRAM' step in the THE MATCH interface. A progress bar at the top indicates four steps: PROGRAM INFORMATION, PROGRAM DIRECTOR, PUBLIC CONTACT INFO, and ACTIVATE PROGRAM (the last one is highlighted with a red circle and the number 4). Below the progress bar, instructions state: 'To add a Program to Secondary Test Institution for the above Match, complete these 4 steps.' A red asterisk indicates a required field. The 'Program Status' dropdown menu is open, showing 'Initial' and 'Activate' options, with 'Initial' selected (highlighted with a red circle and the number 1). Below the dropdown, the 'Finished' button is highlighted with a red circle and the number 2. Other buttons include 'Back' and 'Cancel'.

3. The **My Programs** screen displays and the green note confirms you have successfully created the new program.

The screenshot shows the 'My Programs' screen in the THE MATCH interface. A green confirmation message at the top, highlighted with a red circle and the number 3, states: '✓ Successfully created new program Dermatology'. Below this, the 'My Programs' section displays the user's institution details: 'My Institution: Secondary Test Institution - Anytown, DC', 'My Role: Institution Official', 'Username: jmatthews', and 'Institution Status: ACTIVE'. It also shows the 'Match Year: 2017', 'NRMP Institution Code: 1894', and 'ACGME Inst Code: 1001'. A message states: 'You currently have 7 Active Programs in the Match. Click a Program Description to manage the Program.' Below this is a table of active programs:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SOAP
Dermatology	1894080C0	ACTIVE	Filus Filwick (Pledged on May 26, 2017)	D0 R0	1	Pending
Dermatology	1894080P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2	Pending
Family Medicine	1894120M0	ACTIVE	Wednesday Addams (Not Registered)	D0 R0	2	Pending