



## Changing Quota & Program Details

Main Residency Match and  
Specialties Matching  
Service



### Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)

The screenshot displays the 'View Program Details' page on the THE MATCH website. The header includes the logo and navigation links for Home, Switch, Options, and the user profile 'Filius Flitwick'. The main content area shows the following details:

My Institution: <a href="#">Secondary Test Institution</a> - Anytown, DC	Match Year: 2017
My Role: Program Director	NRMP Institution Code: 1894
Username: <a href="#">flitwick</a>	ACGME Inst Code: 1001
Institution Status: ACTIVE	NRMP Program Code: <a href="#">1894420A0</a>
Program Name: Radiology-Diagnostic	ACGME Program Code: 4201678923
Program Type: Advanced	
Program Status: ACTIVE	

Below the details is a sidebar menu with the following items:

- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord
- Public Contact
- Reversions
- Joint A/P

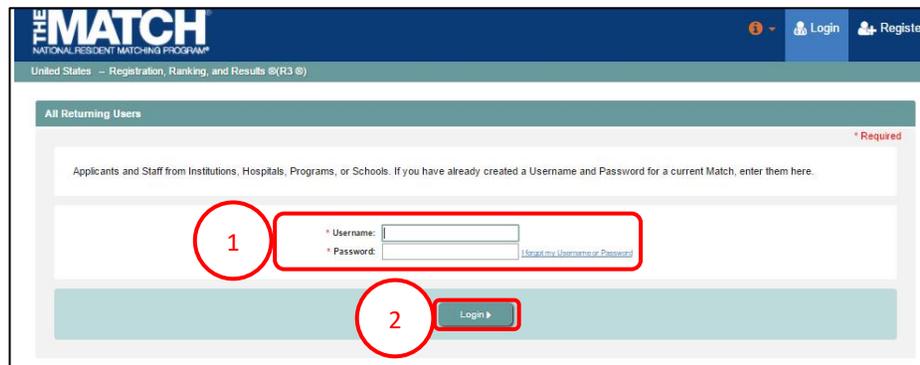
**Note: This Changing Quota & Program Details guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.**



This guide explains updating program details and quota for programs that have been activated by the NRMP institutional official.

### Login:

1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.
2. Click **Login**.



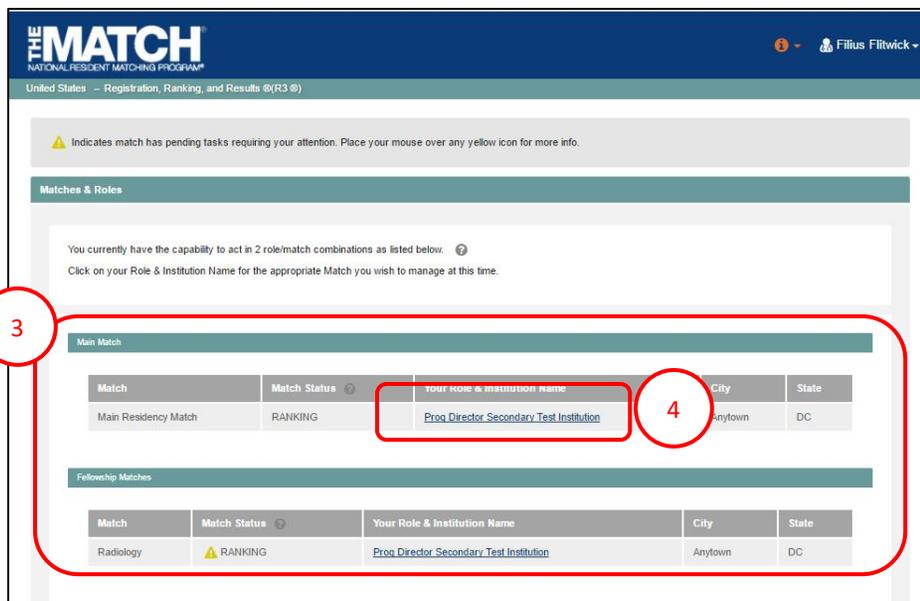
### Matches and Roles Page:

3. If your institution or program 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.



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.

### 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.

## Editing a Program:

1. Click the **program** you wish to edit.

The screenshot shows the 'Match Home Page' for the 2017 Match. The user is logged in as Filius Flitwick, a Program Director at Secondary Test Institution - Anytown, DC. The page displays a table of active programs. A red circle with the number '1' highlights the 'Dermatology' program row.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Dermatology</a>	1894080C0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	1
<a href="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	4
<a href="#">Radiation Oncology</a>	1894430A0	INITIAL	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	2

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

The screenshot shows the 'View Program Details' page for the Dermatology program. The page displays various details about the program, including its status, quota, and contact information. A red circle with the number '2' highlights the entire page content.

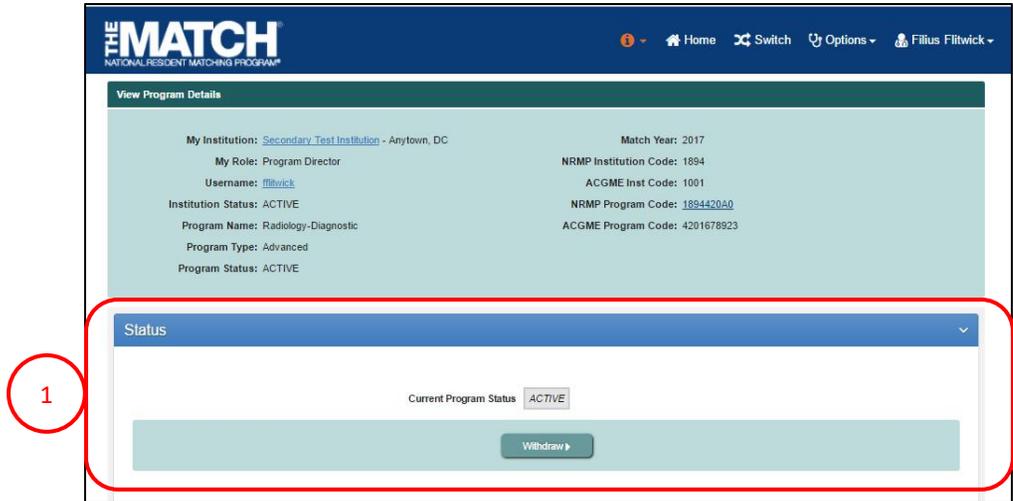
**View Program Details**

My Institution: [Secondary Test Institution - Anytown, DC](#) Match Year: 2017  
My Role: Program Director NRMP Institution Code: 1894  
Username: [flitwick](#) ACGME Inst Code: 1001  
Institution Status: ACTIVE NRMP Program Code: [1894420A0](#)  
Program Name: Radiology-Diagnostic ACGME Program Code: 4201678923  
Program Type: Advanced  
Program Status: ACTIVE

- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord
- Public Contact
- Reversions
- Joint A/P

**Status:**

1. Click the **Status** tab to review the program’s status.
  - If the program is in **Initial** status, it must be activated by the institutional official. Refer to the **Activating Institutions & Programs** guide to review those steps.
  - Refer to the **Withdraw and Reinstate a Program** guide to review those steps, if necessary.

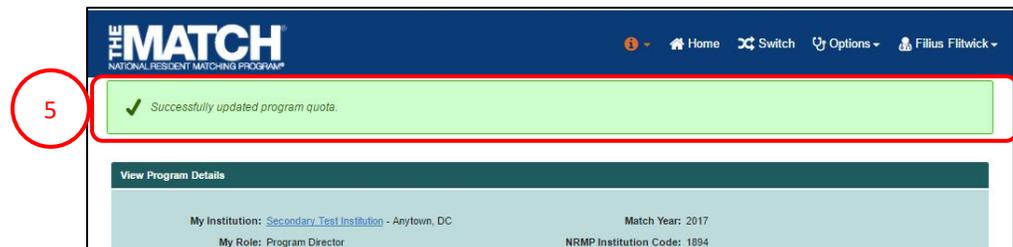
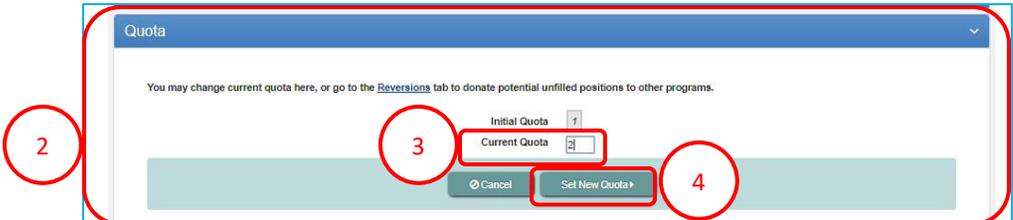


**Quota:**



Program coordinators cannot change the program quota.

2. Click the **Quota** tab to review the program’s initial and current quota. The quota is the number of positions you want to fill in the Match.
3. To change the quota, enter the new value in the **Current Quota** field.
4. Click the **Set New Quota** button.
  - a. This button is only available until the Quota Change Deadline, which is generally 2 weeks before the Rank Order List Deadline.
5. A confirmation note displays.



## Change Requests & Approvals:

1. Click the **Change Requests & Approvals** tab to view changes and/or required approvals that have been made to the program since the Match opened for registration.
  - If you are the institutional official, you have the option to approve or deny any pending change requests. See the **Change Approvals** job aid.

**View Program Details**

Institution: [Secondary Test Institution](#) - Anytown, DC      Match Year: 2019  
Role: Program Director      NRMP Institution Code: 1894  
Username: [flitwick](#)      ACGME Inst Code: 1001  
Institution Status: ACTIVE      NRMP Program Code: [1894420A1](#)  
Program Name: Radiology-Diagnostic - Research      ACGME Program Code: 4201678923  
Program Type: Advanced  
Program Status: ACTIVE

Status  
Quota  
**Change Requests & Approvals**

Pending Program Change Requests

Change Requested By:	Change Type	Old Value	New Value	Change Request Date	Change Decision
Filius Flitwick	Quota Change	2	3	25 Sep 2018 01:55:31	PENDING

Completed Program Change Requests

No completed change requests approval have been made to this Program since the Match began.

## Program Director/Coordinator:

2. Click the **Program Director/Coord** tab to view the institutional official, program director, and program coordinator names.
3. If you are an institutional official or institutional administrator, you have the option of changing the program director. See the **Adding & Maintaining Program Directors** guide.
4. If you want to add a program coordinator, click the **Set Program Coordinator** button.
  - The program must be in **Active** status to update or add program staff.

**THE MATCH**  
NATIONAL RESIDENT MATCHING PROGRAM®

Home Switch Options Filius Flitwick

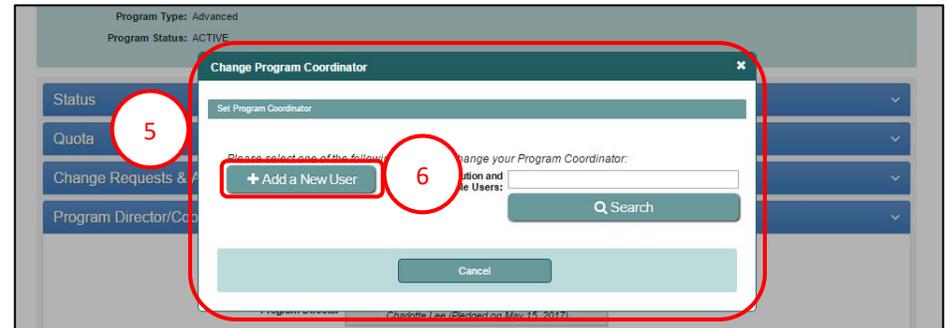
Status  
Quota  
Change Requests & Approvals  
**Program Director/Coord**

Institutional Official:   
\* Program Director:   
Program Coordinator:   
**Set Program Coordinator**

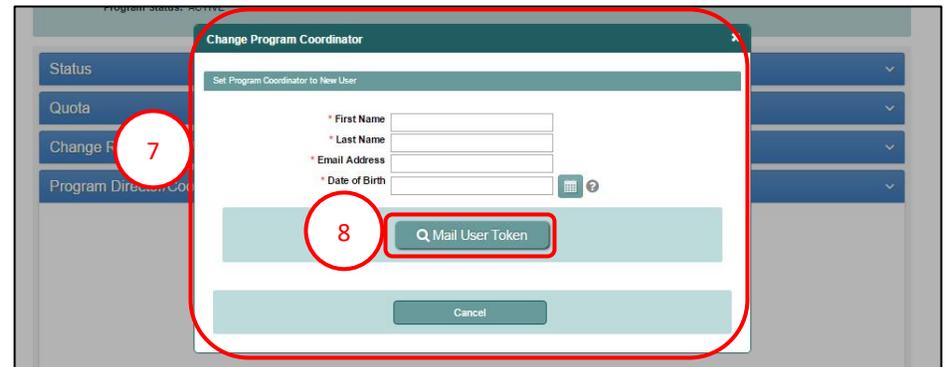
Public Contact  
Reversions  
Joint A/P

## Program Director/Coordinator, Continued: Add New User

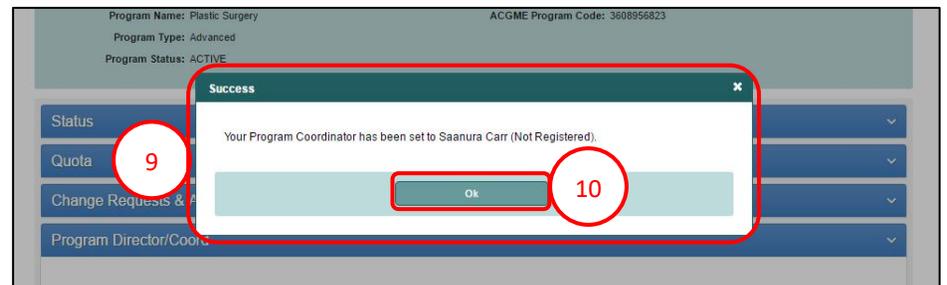
5. The **Change Program Coordinator** pop-up displays.
6. Click the **Add a New User** button.



7. Enter the program coordinator's details. To enter the date of birth, select the birth year first from the drop-down in the calendar widget.
8. Click **Mail User Token**.

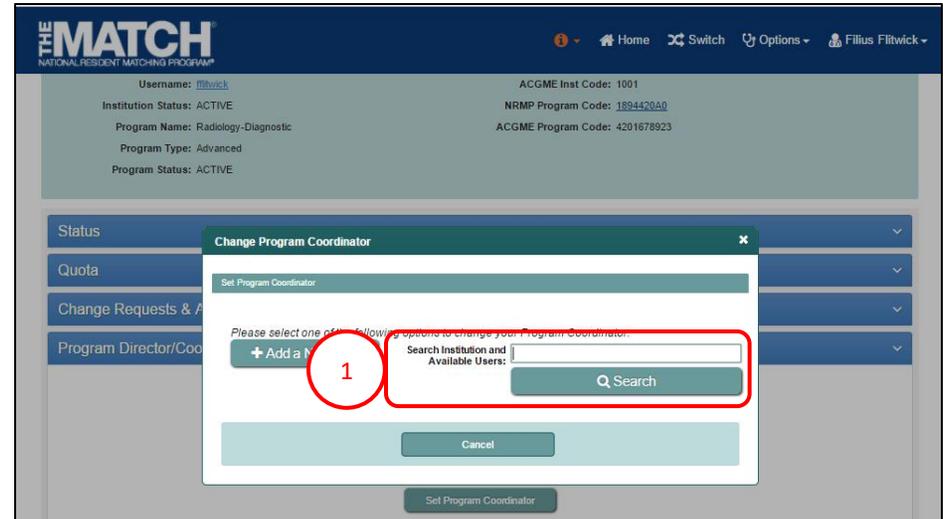


9. The **Success** pop-up displays indicating you have successfully set your program coordinator.
10. Click **OK**.
  - The new program coordinator will receive a token email to redeem and create an R3 system account to access the program.

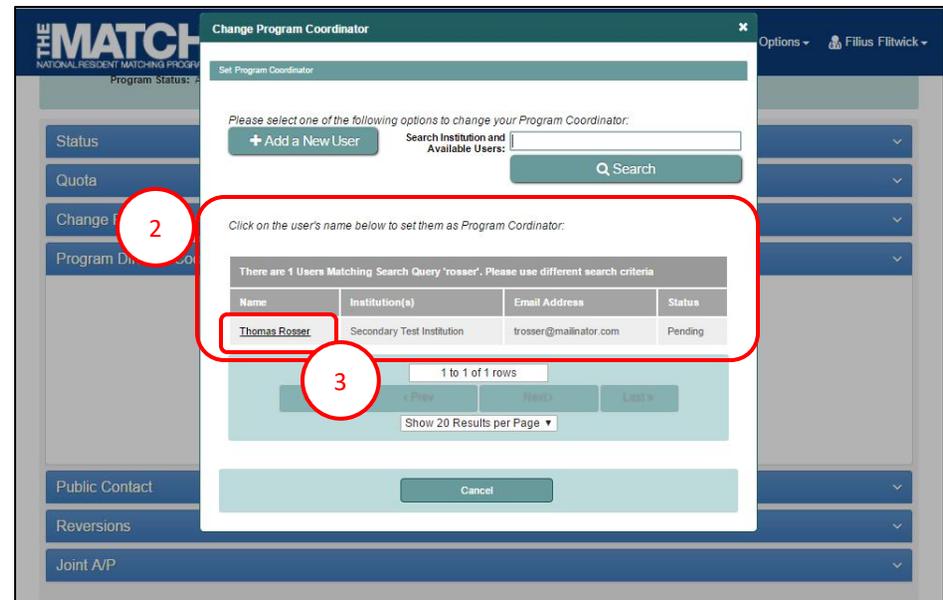


## Program Director/Coordinator, Continued: Search Institution and Available Users

1. Enter the program coordinator's name you want to add in the **Search Institution and Available Users** field and click **Search**.

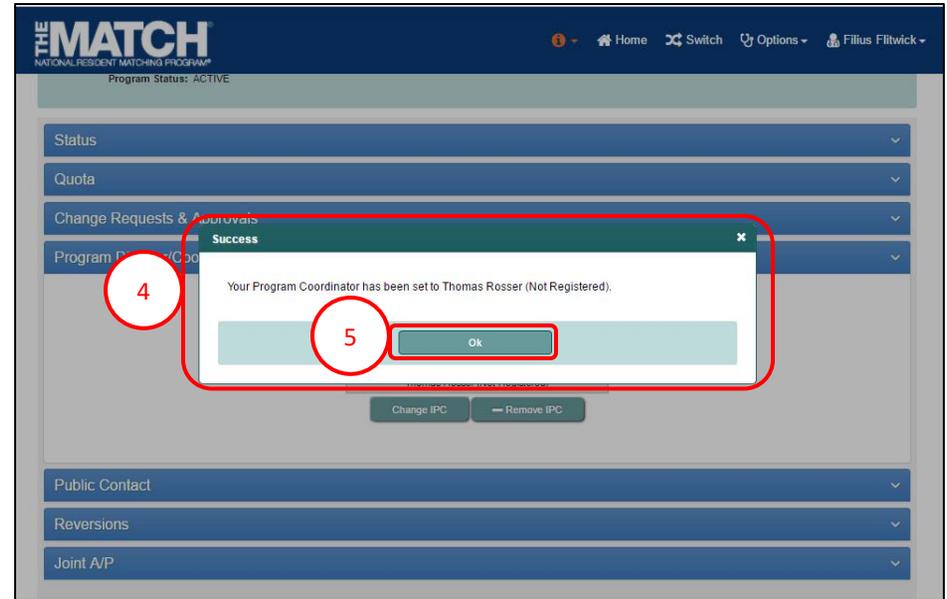


2. Search results display.
3. If the name of the individual you want to add as your program coordinator is listed, click the name.



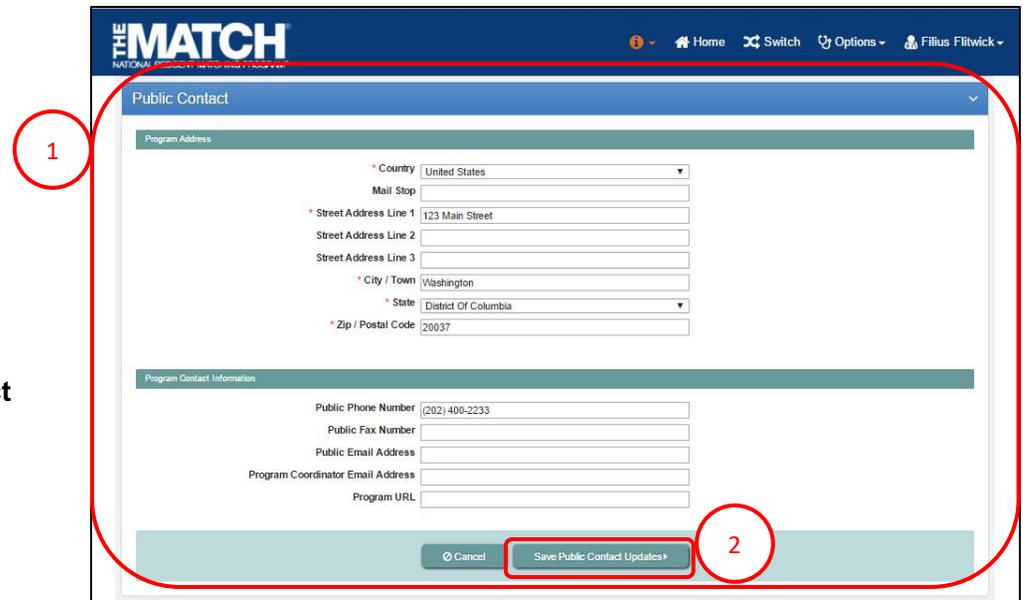
## Program Director/Coordinator, Continued: Search Institution and Available Users

- The **Success** pop-up displays indicating you have successfully set your program coordinator.
- Click **OK**.
  - Program coordinators new to your institution in R3®** will receive a token email allowing them to access the program.
  - Program coordinators currently affiliated with your institution in R3®** can login using their username and password to access the program.



## Public Contact:

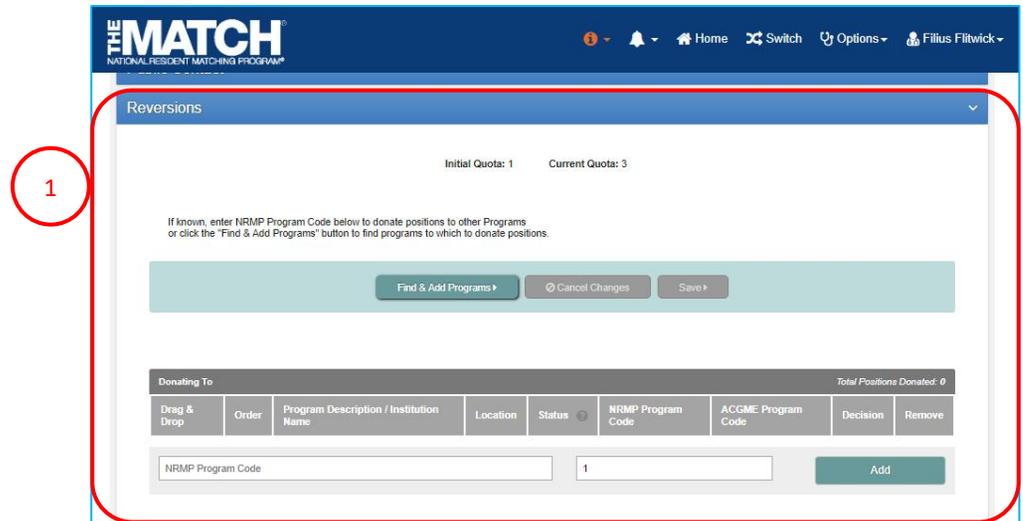
- Click the **Public Contact** tab to view and edit the information that appears in the Program Directory.  
  
Fields with a \* are required.
- If you update any fields, click the **Save Public Contact Updates** button.



## Reversions:

1. Click the **Reversions** tab to view reversion details. A Reversion is the option to revert, or donate, unfilled positions in one program to another during the matching process.

- Refer to the **Reversions** guide to review those steps.
- Program directors can request a reversion.
- Institutional officials must review and approve all reversions.
- To learn more about reversions, go to [www.nrmp.org](http://www.nrmp.org).



## Main Residency Match: Joint A/P

2. Click the **Joint A/P** tab to view any Joint Advanced/Preliminary arrangement details. A Joint A/P arrangement provides the option to link an advanced PGY-2 program with a preliminary PGY-1 program to create a full course of training for applicants interested in specialties that begin in the PGY-2 year.

- Refer to the **Joint A/P** guide to review those steps.
- To learn more about Joint A/P, go to [www.nrmp.org](http://www.nrmp.org).

