

Withdrawing and Reinstating a Program

Main Residency Match and Specialties Matching Service



Users:

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

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My Institution: Secondary Test Institutes - Anyteen, DC	Match Year: 2017	
My Role: Program Director	NRMP Institution Code: 1894	
Usermanse: char les	ACGME Inst Coder 1001	
Institution Status: ACTIVE	NRMP Program Code: 189436648	
Program Name: Plastic Surgery	ACOME Program Code: 1608956823	
Program Type: Advanced		
Program Statua: WITHDRAIM		
Status		
Current Program S	Status WITHDRAMW	
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	Remote a	

Note: This Withdrawing and Reinstating 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.

Programs must be withdrawn or reinstated prior to the Quota Change Deadline for the Match. NRMP institutional officials must approve any program status changes.

Login:

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

Μ	atch	nes	and	Ro	les	Page:	

- 3. If your institution or program (for program directors) participates in more than one Match, the role and Match combinations for your account are displayed.
- 4. Click on your **Role & Institution Name** for the appropriate Match.



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United States – Registration, Ranking, a	nd Results @(R3 ®)				
A Indicates match has pending ta	sks requiring your attention. Place yo	our mouse over any yellow icon for more info.			
Matches & Roles					
Click on your Role & Institution March	Name for the appropriate Match you v	Your Role & Institution Name	City	Sta	ite
Main Residency Match	REGISTRATION	Prog Director Secondary Test Institution	Anytow	vn DC	8
Fellowship Matches Match	Match Status 📀	Your Role & Institution Name	City	Sta	te
Pediatric Surgery	RANKING	Prog Director Secondary Test Institution	Anytown	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 details.
- 7. Main Residency Match Event dates display.

Home Page					
My Institution: <u>Secondary</u> My Role: Program D	Test Institution - Anytown, E irector	oc	Match Year: 2017		(
You currently have 3 Active Prog	rams in the Match. Click a Pr	rogram Description to	manage the Program.		
Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Program Description	NRMP Program Code 1894080F0	Program Status ACTIVE	Program Director Charlotte Lee (Pledged on May 15, 2017	Reversions 7) D0 R0	Current Quota
Program Description Dematology Pediatrics	NRMP Program Code 1894080P0 1894320M0	Program Status ACTIVE ACTIVE	Program Director Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017	Reversions 7) D0 R0 7) D0 R0	Current Quota 2 2
Program Description Dematology Pediatrics Plastic Supery	NRMP Program Code 1894080P0 1894320M0 1894350A0	Program Status ACTIVE ACTIVE ACTIVE	Program Director Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017	Reversions ') D0 R0 ') D0 R0 ') D0 R0	Current Quota 2 2
Program Description Demotiology Pedatrics Elistic Surgery Internal Medicine/Family Medicine	NRMP Program Code 1894080P0 1894320M0 1894320A0 1894740P0	Program Status ACTIVE ACTIVE ACTIVE INITIAL ACTIVE	Program Director Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017	Reversions 0 D0 R0 0 D0 R0 0 D0 R0 0 D0 R0 0 D0 R0	Current Quota 2 2 1 2
Program Description Dematology Pedatrics Plastic Surgery Internal Medicine Family Medicine	NRMP Program Code 1894380P0 1894320M0 1894320M0 1894320A0 1894740P0	Program Status ACTIVE ACTIVE MINITIAL ACTIVE	Program Director Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017	Reversions D0 R0 D0 R0 D0 R0 D0 R0 D0 R0 D0 R0	Current Quota 2 2 1 2
Program Description Demotology Pedatics Plastic Surgery Internal Medicine/Family Medicine	NRMP Program Code 1894380P0 1894320M0 1894320M0 1894320A0 1894740P0	Program Status ACTIVE ACTIVE ACTIVE ACTIVE	Program Director Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017 Charlotte Lee (Pledged on May 15, 2017	Reversions 10 D0 R0 11 D0 R0 12 D0 R0 13 D0 R0 14 D0 R0	Current Quota 2 2 1 2

Match Home Page							
My Institution: <u>Seco</u> My Role: Progr Username: <u>char</u>	ndary Test Institution - Anyl am Director lee	wwn, DC	Match Year: 20 Appointment Year: 20	17			5
You currently have 1 Active	Program in the Match. Clic	k 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	r 10 , 2017)	D0 R0	2	\frown
Pediatric Surgery/Research	1804445F1	NOTPARTICIPATING	Charlotte Lee (Pledged on May	/ 10, 2017)	D0 R0	1	6
Match Event	Start Dat		E	nd Date			
Register	01 May 2	017 12:00 PM EDT	10	Jun 2017 09:00	PM EDT		
@ Rank	01 Jun 20	117 12:00 PM EDT	10	Jun 2017 09:00	PM EDT		
Match Computation	10 Jun 20	17 09:00 PM EDT	14	Jun 2017 12:00	PM EDT		\frown
Match Results	14 Jun 20	117 12:00 PM EDT	17	7 Nov 2017 12:00	AM EST		$\left(\begin{array}{c} 7 \end{array} \right)$
O Closed	17 Nov 2	017 12:00 AM EST	25	Jan 2018 12:00	AM EST		V / J

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 details.
- 7. Fellowship Match event dates display.

Editing a Program:

- 1. Click the program you wish to withdraw or reinstate.
 - The yellow icon indicates listed Matches have pending tasks requiring your attention. Hover over the icon to view the specific tasks for a program.

2	The View Program	Dotaile nado displays	
Ζ.		Detalls Date displays.	

My Institution: <u>Secondary</u> My Role: Program Di	Test Institution - Anytown, DC				
Username: <u>char lee</u>	rector		Match Year: 2017		
You currently have 4 Active Progra	ms in the Match. Click a Prog	ram Description to mar	age the Program.		
Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Family Medicine	1894120M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Pediatrics	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Plastic Surgery	1894360A0	A ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Internal Medicine/Family Medicine	1894740P0	A ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
			👔 🚽 🏘 Home 🔀 S	Switch 😲 Opti	ons 🗸 🌡 Cha
			() → A Home XC	Switch 😲 Opti	ons 🗸 🔒 Cha
View Program Details			👔 🗕 🏘 Home 🗶 S	Switch 🤩 Opti	ons 🗕 🖓 Cha
View Program Details	rest Institution - Anytown, DC		ti → the Home 🗶 the Match Year: 2017	Switch 😲 Opti	ons 🗸 🔏 Cha
View Program Details Wy Institution: Secondary 1 Wy Role: Program Details	Test Institution - Anytown, DC ector		there and the contract of the	Switch 🏼 😲 Opti	ons ⊷ 🍰 Cha
View Program Details My Institution: Secondary 7 My Role: Program Dir Username: char Leg Institution Status: ACTIVE	T <u>est Institution</u> - Anytown, DC actor		the sear 2017 Match Year: 2017 NRMP Institution Code: 1894 ACGME Inst Code: 1001 NRMP Program Code: 1894360A0	Switch & Opti	ons → 🆓 Cha
View Program Details My Institution: Secondary 7 My Role: Program Dir Username: <u>char leg</u> Institution Status: ACTIVE Program Name: Plastic Surger	iest Institution - Anytown, DC ector ery		the former and the f	Switch & Opti	ons 🗸 🦓 Cha
Vew Program Details My Institution: Secondary T My Role: Program Dir Username: char leag Institution Status: ACTIVE Program Name: Plastic Surg Program Type: Advanced Program Status: ACTIVE	f <mark>est institution</mark> - Anytown, DC ector ary		Match Year: 2017 NRMP Institution Code: 1894 ACGME Inst Code: 1001 NRMP Program Code: 1804500A0 ACGME Program Code: 3008956823	Switch & Opti	ons 🗸 🖓 Cha
We Program Details Wy Institution: Secondary 1 Wy Role: Program Dr Username: char ke Histitution Status: ACTIVE	fest Institution - Anytown, DC ector ery		€ Whene Match Year: 2017 NRMP Institution Code: 1894 ACGME Inst Code: 1001 NRMP Program Code: 1804380A0 ACGME Program Code: 3008956823	Switch & Opti	ons - 🔊 Cha
Vew Program Details My Institution: Secondary I My Role: Program U My Role: Program V Username: charles Institution Status: ACTIVE Program Type: Advanced Program Status: ACTIVE Status Quota	F <u>est Institution</u> - Anytown, DC eetor ary		€ Whene Match Year: 2017 NRMP Institution Code: 1894 ACGME Inst Code: 1001 NRMP Program Code: 1894580A0 ACGME Program Code: 3008955823	świtch CrOpti	ons + 🌡 Chi
View Program Details My Institution: Secondary T My Role: Program Dir Username: char leg Institution Status: ACTIVE Program Name: Static Surg Program Type: Advanced Program Status: ACTIVE Status Quota Change Requests & Approval	f <u>est institution</u> - Anytown, DC ector ary		€ Match Year: 2017 NRMP Institution Code: 1894 ACGME Inst Code: 1001 NRMP Program Code: 1894360A0 ACGME Program Code: 3808956823 	Switch & Opti	ons - 🌡 Ch
View Program Details Wy Institution: Secondary/ My Role: Program Directory Username: char. key Institution Status: ACTIVE Program Name: Plastic Surg Program Type: Advanced Program Status: ACTIVE Status Quota Change Requests & Approval Program Director/Coord	r <u>est Institution</u> - Anytown, DC ector ary		€ Whene Match Year: 2017 NRMP Institution Code: 1894 ACGME Inst Code: 1001 NRMP Program Code: 1894580A0 ACGME Program Code: 3808956823	Switch Qr Opti	ons + 🕭 Ch

Status – Withdraw Steps

- 3. Click the **Status** tab to review the program's status.
- 4. To withdraw the program from the current Match, click the **Withdraw** button.

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5. The green note confirms you have successfully withdrawn the program.

Status		~
	Current Program Status ACTIVE	
	4 Withdraw>	
	_	
Chang	e Requests & Approvals	~

		📵 👻 👫 Home 🕱 Switch 🖓 Options - 🎄 Charle	otte Lee +
5	✔ Program has been successfully withdrawn.		
	View Program Details		
	My Institution: Secondary Test Institution - Anytown, DC	Match Year: 2017	
	My Role: Program Director	NRMP Institution Code: 1894	
	Username: char lee	ACGME Inst Code: 1001	
	Institution Status: ACTIVE	NRMP Program Code: 1894360A0	
	Program Name: Plastic Surgery	ACGME Program Code: 3608956823	
	Program Type: Advanced		
	Program Status: WITHDRAWN		

- 6. The status displays on the **Home page** as WITHDRAWN and the yellow triangle alerts you that the institutional official must approve the withdrawal. If the institutional official completed the withdrawal, the withdrawal is automatically approved.
 - Only institutional officials can approve program status changes in the R3® system.

Program Description	NRMP Program Code	Program Status	Program D			
Family Medicine	1894120M0	ACTIVE	Charlotte L	ee (Pledged on May 15, 2017)	D0 R0	2
Pediatrics	1894320M0	ACTIVE	\bigcap	(Pledged on May 15, 2017)	D0 R0	2
Plastic Surgery	1894360A0		6	ledged on May 15, 2017)	D0 R0	2
Internal Medicine/Family Medicine	1894740P0	ACTIVE	Cin	ee (Pledged on May 15, 2017)	D0 R0	2

Status - Reinstate Steps

- 1. Click the **program** you wish to reinstate.
 - The yellow icon indicates listed Matches have pending tasks requiring your attention. Hover over the icon to view the tasks.

NATIONAL RESIDENT MATCH United States - Registr	HING PROGRAM® ation, Ranking, and Re	sults @(R3 ®) – 2017 M	ain Residency Match					
Match Home Page								
My In U	stitution: <u>Secondary :</u> My Role: Program Dir sername: <u>char lee</u>	Test Institution - Anytown, rector	, DC	Match Ye	ar: 2017			
You current	y have 3 Active Progra	ms in the Match. Click a F	Program Description to mana	age the Program.				
Program De	scription	NRMP Program Code	e Program Status	Program Director		Rev	ersions Cu	rrent Quoi
Family Medic	ine	1894120M0	ACTIVE	Charlotte Lee (Pledg	ed on May 15, 20	17) D0 F	R0 2	
Pediatrics	50 ¹	1894320M0	ACTIVE	Charlotte Lee (Pledg	ed on May 15, 20	17) D0 F	R0 2	
Plastic Surge	<u>n</u>	1894360A0		Charlotte Lee (Pledg	ed on May 15, 20	117) D0 F	R0 2	
Internal Medi	cine/Family Medicine	1894740P0		Charlotte Lee (Pledg	ed on May 15, 20	17) D0 F	R0 2	
MAT	CH		201	(î) ~	솪 Home 그	¢ Switch	Ur Options -	🍰 Ch
	CH		201;	(i) -	쑭 Home 그	C Switch	ণ্টু Options -	🍰 Ch
ATCALE View Program Detail	CH International Secondary T	est institution - Anytown,	201; DC	7 Match Ye	☆ Home) ar: 2017	⊄ Switch	양 Options -	🎄 Cł
View Program Detail	titution: <u>Secondary T</u>	est Institution - Anytown, setor	2017 DC	() - Match Ye NRMP Institution Coc	# Home) ar: 2017 le: 1894	¢ Switch	약 Options →	🎄 Cł
View Program Details Wiew Program Details Wy Inst Us Institution	titution: <u>Secondary T</u> Wy Role: Program Dira base that the second secon	<u>est Institution</u> - Anytown, actor	DC	Match Ye NRMP Institution Coc ACGME Inst Coc NRMP Program Coc	♣ Home) ar: 2017 le: 1894 le: 1001 le: 1894360A0	⊄ Switch	얀 Options -	S Cł
View Program Detail Use Program Detail Us Institution Program	titution: Secondary T Wy Reie: Program Dir emame: char Lee Status: ACTIVE n Name: Plastic Surge	<u>est institution</u> - Anytown, sctor	201; DC	Match Ye NRMP Institution Coc ACGME Inst Coc NRMP Program Coc	♣ Home 2 ar: 2017 le: 1894 le: 1894 le: 1894360A0 le: 3608956823	⊄ Switch	දා Options -	ی Ch
View Program Details Usew Program Details My Ins Institution Program Program	titution: Secondary T Wy Role: Program Diro ername: char Lee s Status: ACTIVE n Mame: Plastic Surge m Type: Advanced s Status: ACTIVE	est Institution - Anytown, ector Pry	DC	Match Ye NRMP Institution Coc ACGME Inst Coc NRMP Program Coc ACGME Program Coc	Home 2 ar: 2017 le: 1894 le: 1001 le: 1894360.0 e: 3608956823	⊄ Switch	სე Options -	ی Cł
View Program Details Usew Program Details Usew Program Details Use Institution Program Program	titution: Secondary T Wy Role: Program Diro ermane: <u>char lee</u> 1 Status: ACTIVE 1 Status: ACTIVE 1 Status: ACTIVE	<u>'est Institution</u> - Anytown, ector ery	DC	Match Ye Match Ye NRMP Institution Coc NRMP Program Coc ACGME Program Coc	♣ Home 2 ar: 2017 ie: 1894 ie: 1894380A0 ie: 3608956823	¢ Switch	Cr Options -	& Ct
View Program Details Wew Program Details Us Institution Program Program Status Quota	titution: Secondary T Wy Role: Program Dir ername: <u>char lee</u> Status: ACTIVE n Name: Plastic Surge Natus: ACTIVE	iest Institution - Anytown, actor xry	DC	Match Ye NRMP Institution Coc ACGME Inst Coc NRMP Program Coc	♣ Home 2 ar: 2017 ie: 1894 ie: 1894 ie: 1894360.00 le: 3608956823	⊄ Switch	දී Options -	& C+
View Program Detail View Program Detail Us Institution Program Program Status Quota Change Requi	titution: Secondary T Wy Role: Program Dire erranme: char Lee s Status: ACTIVE m Type: Advanced s Status: ACTIVE	est Institution - Anytown, setor sty	DC	Match Ye Match Ye ACGME Inst Coc NRMP Program Coc NRMP Program Coc	♣ Home 2 ar: 2017 ie: 1894 ie: 189438000 ie: 3608958823	¢ Switch	약 Options -	& c1
View Program Details Wew Program Details Us Us Institution Program Program Status Quota Change Requi Program Direct	titution: Secondary T Wy Role: Program Dir emame: char Lee Status: ACTIVE n Name: Plastic Surge I Status: ACTIVE status: ACTIVE status: ACTIVE	i <u>est Institution</u> - Anytown, ector xry S	201; DC	Match Ye NRMP Institution Coc ACGME Inst Coc NRMP Program Coc	♣ Home) ar: 2017 le: 1894 le: 1894360A0 le: 3608956823	⊄ Switch	Cr Options -	đa cr
View Program Detail View Program Detail Us Institutor Program Status Quota Change Requi Program Direct Public Contact	titution: Secondary T Wy Role: Program Dire erranme: char Lee > Status: ACTIVE m Type: Advanced n Status: ACTIVE esits & Approval	est Institution - Anytown, ector Yy S	201; DC	Match Ye NRMP Institution Coc ACGME Inst Coc NRMP Program Coc	♣ Home 2 ar: 2017 Ie: 1894 ie: 189436000 le: 3600956823	C Switch	약 Options -	& C+
View Program Details View Program Details Us Institution Program Status Quota Change Requi Program Direct Public Contact Reversions	titution: Secondary T Wy Role: Program Diro errame: char lee Status: ACTIVE In Name: Plastic Surge im Type: Advanced Status: ACTIVE essis & Approval ctor/Coord	est Institution - Anytown, ector try	DC	Match Ye Match Ye NRMP Institution Coco NRMP Program Coco ACGME Program Coc	♣ Home Ar: 2017 Ie: 1894 Ie: 1894 Ie: 1894380A0 Ie: 3608956623	¢ Switch	약 Options -	& C

2. The View Program Details page displays.

Status - Reinstate Steps, Continued

- 3. Click the **Status** tab.
- 4. To reinstate the program for the current Match, click the **Reinstate** button.

5. The green note confirms you have successfully reinstated the program.



NATIONAL RESIDENT MATCHING PROGRAM	U ~ 4	Home	C Switch	Qr Options -	Charle Charle
Program has been successfully reinstated.					
Marco Decement Dado De					
view Program Details					
My Institution: Secondary Test Institution - Anytown, DC	Match Year:	2017			
My Institution: <u>Secondary Test Institution</u> - Anylown, DC My Role: Program Director	Match Year: NRMP Institution Code:	2017 1894			
My Institution: <u>Secondary Test Institution</u> - Anytown, DC My Role: Program Director Username: <u>char lee</u>	Match Year: NRMP Institution Code: ACGME Inst Code:	2017 1894 1001			
My Institution: <u>Secondary Test Institution</u> - Anylown, DC My Role: Program Director Username: <u>char lee</u> Institution Status: ACTIVE	Match Year: NRMP Institution Code: ACGME Inst Code: NRMP Program Code:	2017 1894 1001 <u>1894360A</u>	<u>0</u>		
My Institution: <u>Secondary Test Institution</u> - Anytown, DC My Role: Program Director Username: <u>char lee</u> Institution Status: ACTIVE Program Name: Plastic Surgery	Match Year: NRMP Institution Code: ACGME Inst Code: NRMP Program Code: ACGME Program Code:	2017 1894 1001 <u>1894360A</u> 36089568	<u>0</u> 23		
My Institution: <u>Secondary Test Institution</u> - Anylown, DC My Role: Program Director Username: <u>char lee</u> Institution Status: ACTIVE Program Name: Plastic Surgery Program Type: Advanced	Match Year: NRMP Institution Code: ACGME Inst Code: NRMP Program Code: ACGME Program Code:	2017 1894 1001 <u>1894360A</u> 36089568	<u>0</u> 23		

- 6. The status displays on the **Home page** as ACTIVE and the yellow triangle alerts you that the program requires status approval. If the institutional official has completed the reinstatement, the reinstatement is automatically approved.
 - Only institutional officials can approve program status changes in the R3® system.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Family Medicine	1894120M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Pediatrics	1894320M0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Plastic Surgery	1894360 6	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Internal Medicine/Family Medicine	1894740P0	A ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2