



Withdrawing and Reinstating a Program

Main Residency Match and
Specialties Matching
Service



Users:

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

A screenshot of the THE MATCH web application interface. The header is dark blue with the "THE MATCH" logo and navigation links: Home, Switch, Options, and a user profile for Charlotte Lee. Below the header is a breadcrumb trail: United States > Registration, Ranking, and Results > 2017 Main Residency Match. The main content area is titled "View Program Details" and contains two columns of information. The left column lists: My Institution: [Secondary Test Institution](#) - Anytown, DC; My Role: Program Director; Username: [char_lee](#); Institution Status: ACTIVE; Program Name: Plastic Surgery; Program Type: Advanced; Program Status: WITHDRAWN. The right column lists: Match Year: 2017; NRMP Institution Code: 1894; ACGME Inst Code: 1001; NRMP Program Code: [189418542](#); ACGME Program Code: 3608956823. Below this is a "Status" section with a dropdown menu and a "Current Program Status" label next to a "WITHDRAWN" button. A "Reinstate" button is also visible. At the bottom is a "Quota" section with a dropdown menu.

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Programs must be withdrawn or reinstated prior to the Quota Change Deadline for the Match.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**.

Matches and Roles 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.

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.

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC Match Year: 2017
 My Role: Program Director
 Username: [char_lee](#)

You currently have 3 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	1894080P0	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	1894300A0	INITIAL	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	1
Internal Medicine/Family Medicine	1894740P0	ACTIVE	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 06 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

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC Match Year: 2017
 My Role: Program Director Appointment Year: 2018
 Username: [char_lee](#)

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
Pediatric Surgery	1894445F0	ACTIVE	Charlotte Lee (Pledged on May 10, 2017)	D0 R0	2
Pediatric Surgery/Research	1894445F1	NOTPARTICIPATING	Charlotte Lee (Pledged on May 10, 2017)	D0 R0	1

Match Event	Start Date	End Date
1 Register	01 May 2017 12:00 PM EDT	10 Jun 2017 09:00 PM EDT
2 Rank	01 Jun 2017 12:00 PM EDT	10 Jun 2017 09:00 PM EDT
3 Match Computation	10 Jun 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

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.

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	⚠️ ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Internal Medicine/Family Medicine	1894740P0	⚠️ ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2

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

View Program Details

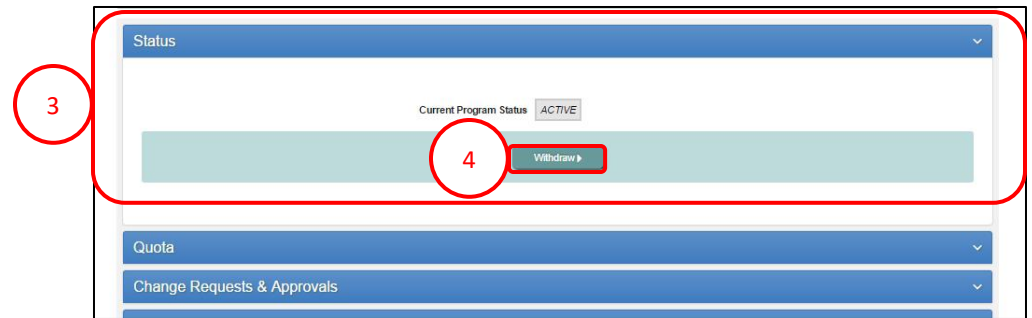
My Institution: [Secondary Test Institution](#) - Anytown, DC
 My Role: Program Director
 Username: [char_lee](#)
 Institution Status: ACTIVE
 Program Name: Plastic Surgery
 Program Type: Advanced
 Program Status: ACTIVE

Match Year: 2017
 NRMP Institution Code: 1894
 ACGME Inst Code: 1001
 NRMP Program Code: [1894360A0](#)
 ACGME Program Code: 3608956823

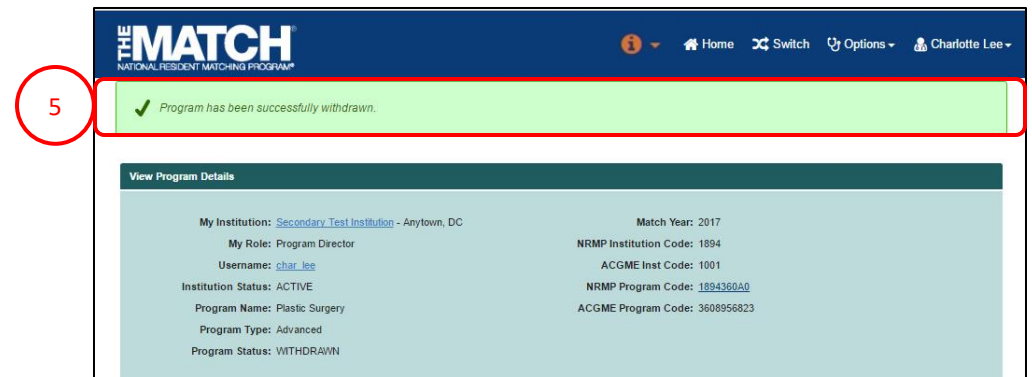
- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord
- Public Contact
- Reversions
- Joint A/P

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.



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



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.


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	(Pledged on May 15, 2017)	D0 R0	2
Plastic Surgery	1894360A0	WITHDRAWN	(Pledged on May 15, 2017)	D0 R0	2
Internal Medicine/Family Medicine	1894740P0	ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2

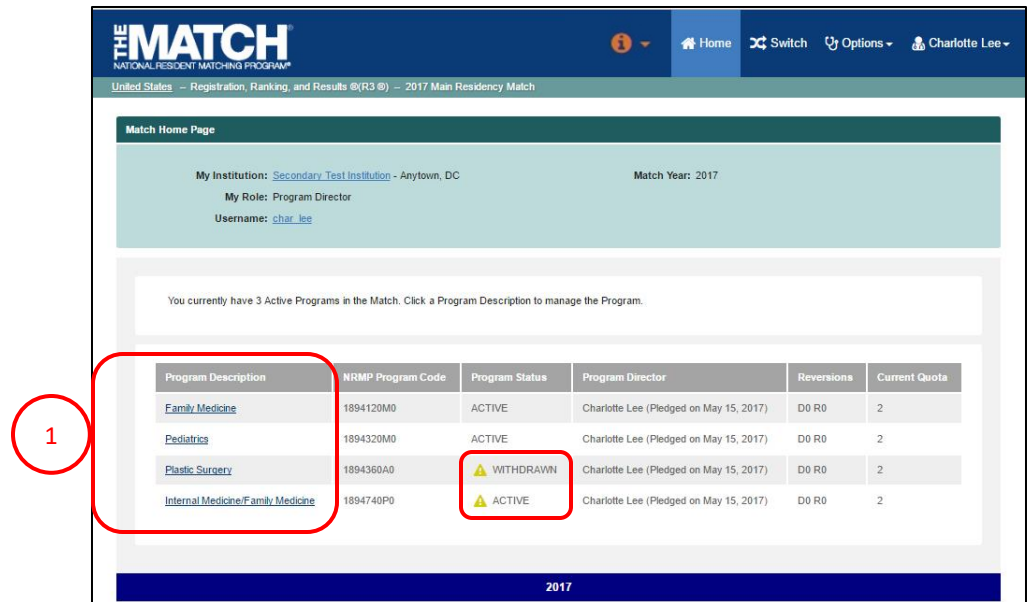
A red circle labeled '6' highlights the 'WITHDRAWN' status and the yellow triangle icon in the 'Plastic Surgery' row.



- Only institutional officials can approve program status changes in the R3® system.

Status - Reinstate Steps

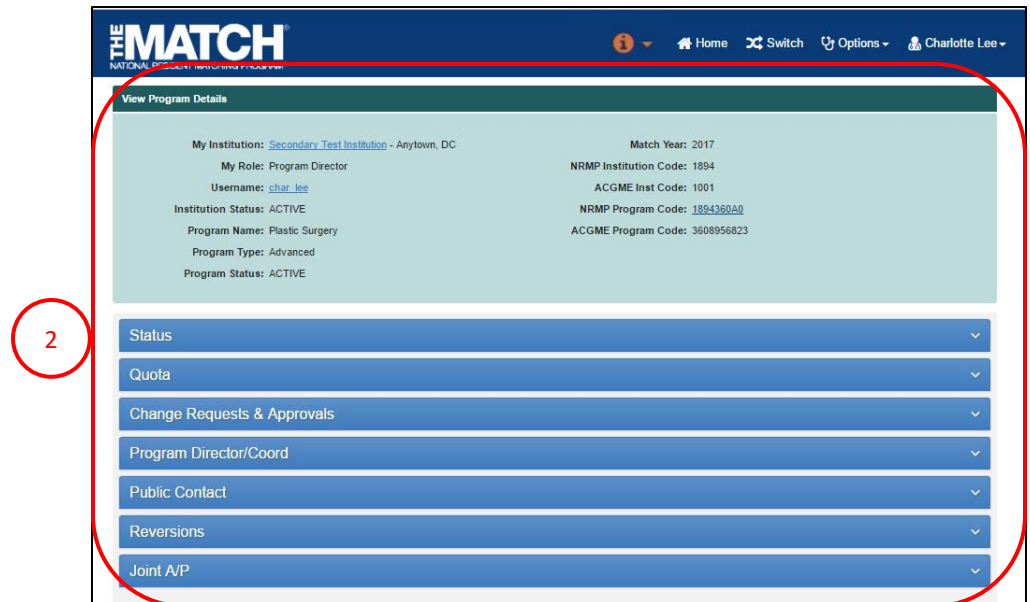
1. Click the **program** you wish to reinstate.

 The yellow icon indicates listed Matches have pending tasks requiring your attention. Hover over the icon to view the tasks.



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	 WITHDRAWN	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2
Internal Medicine/Family Medicine	1894740P0	 ACTIVE	Charlotte Lee (Pledged on May 15, 2017)	D0 R0	2

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



View Program Details

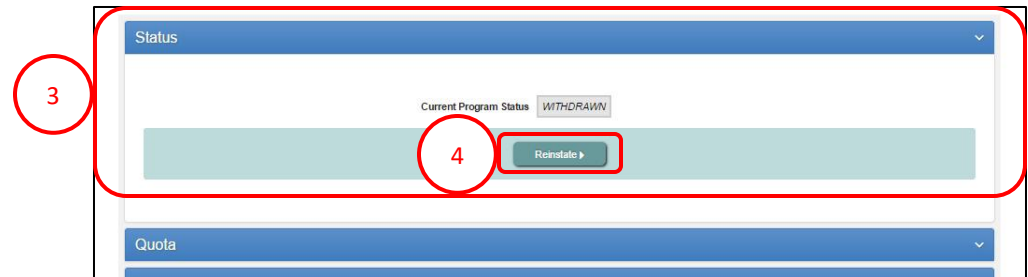
My Institution: [Secondary Test Institution](#) - Anytown, DC
 My Role: Program Director
 Username: [char_lee](#)
 Institution Status: ACTIVE
 Program Name: Plastic Surgery
 Program Type: Advanced
 Program Status: ACTIVE

Match Year: 2017
 NRMP Institution Code: 1894
 ACGME Inst Code: 1001
 NRMP Program Code: [1894360A0](#)
 ACGME Program Code: 3608956823

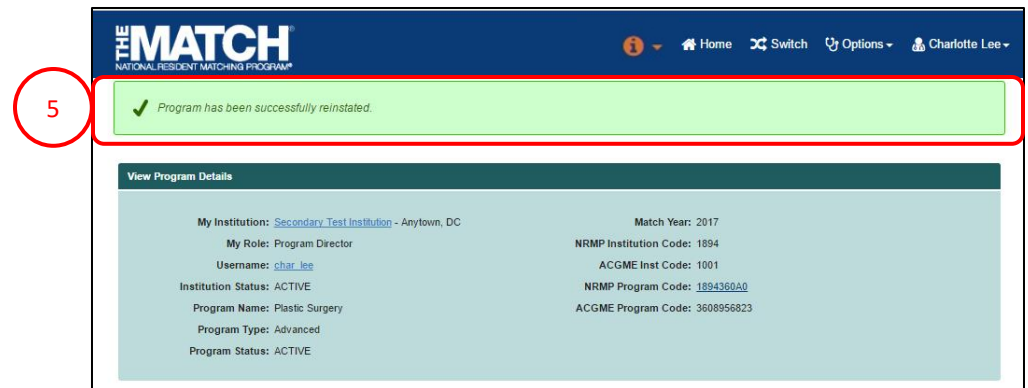
- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord
- Public Contact
- Reversions
- Joint A/P

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.



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.

