

Activating Programs for Participation in the Match

Main Residency Match and Specialties Matching Service

Users: Program Directors (PDs) and Institutional Administrators (IAs)



Activating a program initiates your participation in a Match. The institution must be activated before a program can be activated. Both the institution and program(s) must be activated in each Match and is required before ranking can occur. Activation should be completed promptly after the Match opens for registration.

The Institutional Official (IO) can activate programs or can direct either the Program Director (PD) or the Institutional Administrator (IA) to activate program(s) after the institution is active. This allows the IO the ability to ensure the PDs confirm their participation in the Match at the program level and allows PDs to update their program directory information and the program quota in a more timely and efficient manner. A change request will be generated for IO approval for any program status changes made by the PDs or IA.



Non-ACGME accredited programs in a fellowship Match can only be activated by the IO and require an attestation that the institution has oversight of the program's participation in the Match.

1

Open r3.nrmp.org to access the Registration, Ranking, and Results (R3[®]) system.

The screenshot shows the top navigation bar of the R3 system. It includes the 'THE MATCH' logo, a user menu icon, and buttons for 'Login', 'Register for Residency', and 'Register for Fellowship Match'. Below the navigation bar, the page title is 'United States - Registration, Ranking, and Results (R3)'. A 'Returning Users' section contains instructions for existing users and a note that users must register for each new Match. At the bottom, there are input fields for '* Username:' and '* Password:', each with a help icon. A link for 'I forgot my Username or Password' is located below the password field. A 'Login' button is positioned at the bottom center of the form area.

2 Enter the **Username** and **Password** and click **Login**.

States - Registration, Ranking, and Results @ (R3 @)

Users

and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

with login credentials from a previous Match must register for each new Match in which you plan to participate. Select the appropriate "Register" option to

* Username: ?

* Password: ?

[I forgot my Username or Password](#)

Login ▶

3 If you are an IA, the Matches and roles for which you are registered will be displayed. The yellow icon indicates Matches that have pending tasks requiring your attention.

Click the role and institution for the program you intend to activate.

Program Directors participating in a single Match will be taken directly to the next step to complete the Match Participation Agreement.

Click on your Role & Institution or School Name link for the Match you would like to manage.

Main Match

Match	Match Status ?	Your Role & Institution Name	City
2025 Main Residency Match	⚠ RANKING	Inst Admin National Medical Center-Test Institution	Washington

Fellowship Matches

2025 Match

Match	Match Status	Your Role & Institution Name	City
Laryngology	⚠ REGISTRATION	Inst Admin National Medical Center-Test Institution	Washington
Pathology	⚠ RANKING	Inst Admin National Medical Center-Test Institution	Washington
Pediatric Surgery	⚠ REGISTRATION	Inst Admin National Medical Center-Test Institution	Washington

4 The **Match Participation Agreement Important Notice** screen displays.

Scroll to read the **Important Notice**, which highlights important aspects of the Agreement. Click **Next** at the bottom of the screen.

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NATIONAL RESIDENT MATCHING PROGRAM

- The institutional official has the authority to modify and certify program rank order lists; however, such modifications and certifications should be done in concert with and approved by program directors. (Section 2.0)
- The NRMP is not an employment service and does not oversee the terms of any contract between applicants and training programs. In addition, training programs have sole responsibility for establishing and communicating all program and institutional eligibility requirements for any residency position. (Section 4.0)
- The institution's programs must disclose to applicants all eligibility requirements for training set forth by the sponsoring institution and the program during the recruitment period and before the applicable Rank Order List Certification Deadline. These requirements may include pre-employment testing (e.g., illicit drug screening), background checks (e.g., criminal, financial, etc.), visa sponsorship, and any other requirement(s). Programs must be able to demonstrate that eligibility requirements are made available to each applicant during recruitment and before the applicable Rank Order List Certification Deadline, either electronically or in writing. (Section 4.0)
- All institutions and programs that participate in the Match are expected to:
 - Act in an ethical and professional manner from the time of application through the 45th day following the start date of training or through the conclusion of any NRMP-related waiver review, violation investigation, or appeal process;
 - Provide to applicants by the applicable Rank Order List Certification Deadline complete, timely, and accurate information that would be pertinent to an applicant's decision to rank a program. Information includes but is not limited to a copy of the contract the applicant would sign and institutional policies regarding eligibility for appointment;
 - Refrain from requesting that applicants reveal any information about the programs to which they have or may apply, interview intentions and practices, or ranking intentions. (Section 6.0)
- During the recruitment phase, institutions must ensure that programs extend interview offers that equal not exceed the total number of available slots, provide applicants no less than 48 hours to accept or reject an interview invitation, and apply reasonable measures (e.g., one-to-two weeks' notice) in the event of cancellation or rescheduling of interviews. (Section 6.0)
- Institutions must ensure that each program has a process in place to review state licensure board eligibility and ensure that ranked applicants meet the required state licensure criteria. (Section 7.0)
- Neither programs nor applicants may release each other from a matched position. Programs who cannot or will not honor their binding commitment must request a waiver or a one-year deferral from the NRMP, which has sole discretion to grant or deny a requested waiver or deferral. (Section 9.0)
- **New** An institution's programs should report known or suspected violations of the applicable agreement within one year of learning about the incident. If the alleged violation(s) involves a matched applicant, it must have occurred no later than the 45th day after the start date of the appointment contract. (Section 10.0)
- With respect to the use of Match information:
 - Institutions: Institutions must refrain from sharing any information from or maintained in the R3 system. Institutions are also prohibited from copying, distributing, or posting or in any way making publicly available, any Match Week information to any website or non-NRMP-related matching service, including sharing URLs that link to information from the R3 system or PDFs, even if the information already is in the public domain.
 - The NRMP: Programs authorize the NRMP to request, obtain, transmit or receive identifying information for reasons including but not limited to verifying data submitted by the program, conducting a Match, performing research, or providing technology applications and service tools offered by the NRMP. NRMP is authorized to share identifiable ranking and match outcome information only with reputable organizations under strict, binding terms of a confidential data sharing agreement. NRMP is not authorized to release clearly and uniquely identifiable information in publications, presentations, and reports. (Section 12.0)

[Cancel Registration](#) [Next](#)

5 The **Match Participation Agreement** screen displays.

Once you have reviewed the **Match Participation Agreement**, scroll to the bottom of the page.

Enter your **Password**. Click **I Accept** at the bottom of the screen. Accepting the Match Participation Agreement indicates you have read the Agreement and have had the opportunity to ask questions if needed.

Any party who desires to contest a violation decision by an NRMP Review Panel, as outlined in the *Disposition of Match Violation Investigation* ("Disposition"), must notify the NRMP in writing of its intent to do so within 10 business days from that party's receipt of the Disposition. Moreover, any party who wishes to challenge a decision of an NRMP Review Panel or bring a separate cause of action, regardless of form, arising out of or related to the Match, this Agreement, or the breach thereof, or any other dispute between the NRMP and any applicant or program participating, or seeking participation, in the Match, must file a written demand for arbitration within 30 calendar days of receipt of the Disposition or within 30 calendar days of the accrual of the cause of action, regardless of statute, law, regulation, or rule to the contrary ("Limitation Period"). The Limitation Period shall commence the day after the day on which the cause of action accrued. Failure to institute an arbitration proceeding within the Limitation Period will constitute an absolute bar and waiver of the institution of any proceedings, whether in arbitration, court, or otherwise, with respect to such cause of action. Cause of action that has become time-barred may not be exercised by way of counter claim or relied upon by way of exception.

If notice of a party's intent to seek arbitration is not received in writing by the NRMP within 10 business days from that party's receipt of the Disposition, or if the party does not file a written demand for arbitration within 30 calendar days of receipt of the Disposition, that party is deemed to have waived and is barred from later filing a demand for arbitration or seeking other relief. The obligation to file a written demand for arbitration does not apply to any party that is a state entity and that state's laws mandate that such entity not be compelled to participate in an arbitration proceeding.

19.0 GENERAL

This Agreement is governed by the laws of the District of Columbia, excluding its choice of laws provisions, and the agreed upon venue for any dispute arising from this Agreement is the District of Columbia.

The headings of the Sections of this Agreement have been inserted for convenience of reference only and shall in no way restrict or otherwise affect the construction of the terms or provisions of this Agreement. Unless indicated otherwise, references in this Agreement to Sections are to Sections of this Agreement.

If any provision of this Agreement is found in any arbitration proceeding or by any court of competent jurisdiction to be invalid, illegal, or unenforceable, that provision shall be modified to the minimum extent necessary to achieve the purpose originally intended, if possible, and the validity, legality, and enforceability of the remaining provisions will not be affected or impaired and are to be enforced to the maximum extent permitted by applicable law. If any remedy set forth in this Agreement is determined to have failed of its essential purpose, then all other provisions of this Agreement will remain in full force and effect.

Failure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party is not to be construed as a waiver of such a breach or prevent such party from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respect to the Matching Program and its results. All representations, promises, or conditions not incorporated in this Agreement will not be binding upon any of the parties. No modification of this Agreement shall be effective unless in writing and executed by the party against whom it is to be enforced.

* Password:

Cancel Registration

I Accept

6 Review the list of **programs** displayed.

Click the **Activate** link for the program(s) you wish to activate.

The screenshot shows the Match Home Page for a user. At the top, the logo for THE MATCH NATIONAL RESIDENT MATCHING PROGRAM® is visible. Below the logo, the user's location is listed as United States, and the page title is Registration, Ranking, and Results ©(R3 ©). The user's profile information is displayed, including Institution: National Medical Center-Test Institution - Washington, DC; Role: Program Director; Username: jhoward; Match Year: (blank); and Appointment Year: (blank). Below the profile information, a message states: "You currently have 0 Active Programs in the Match." At the bottom, a table lists the programs available to the user.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current
Pediatric Surgery	1000445F0	Activate Not Part	Julia Howard (Pledged on Jan 15,)	D0 R0	2
Pediatric Surgery/Research	1000445F1	NOTPARTICIPATING	Julia Howard (Pledged on Jan 15,)	D0 R0	1

7 Once activated, the **Program Status** will display as **ACTIVE**.

Please note the program information and **quota** are rolled over from the previous Match in which the program participated and may need to be updated by the PD.

The screenshot shows the Match Home Page for a user at National Medical Center-Test Institution - Washington, DC. The user's role is Program Director and their username is jhoward. The page indicates that the user currently has 1 Active Program in the Match. A table below lists the programs:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current
Pediatric Surgery	1000445F0	ACTIVE	Julia Howard (Pledged on Jan 15,)	D0 R0	2
Pediatric Surgery/Research	1000445F1	⚠️ NOTPARTICIPATING	Julia Howard (Pledged on Jan 15,)	D0 R0	1

8 If the program will not participate in the Match, click the **Not Part** link.

The screenshot shows the Match Home Page for the same user. The page indicates that the user currently has 1 Active Program in the Match. A table below lists the programs:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current
Pediatric Surgery	1000445F0	ACTIVE	Julia Howard (Pledged on Jan 15,)	D0 R0	2
Pediatric Surgery/Research	1000445F1	⚠️ Activate Not Part	Julia Howard (Pledged on Jan 15,)	D0 R0	1

9 A confirmation pop-up will display.

- Click **Confirm** if the program will not participate in the Match.
- Click **Cancel** to stop the request.

The screenshot shows the Match Home Page with a confirmation pop-up dialog box. The dialog box has a title bar that says "Please confirm" and a close button (X). The main text of the dialog asks, "Are you sure you don't want this program to participate in this match?". Below the text are two buttons: "Confirm" and "Cancel". The "Confirm" button is highlighted with a red circle. In the background, the Match Home Page is visible, showing the institution name "National Medical Center-Test Institution - Washington, DC", the role "Program Director", and the username "jhoward". Below this, there is a table with columns: Program Description, NRMP Program Code, Program Status, Program Director, Reversions, and Current. The table has two rows: "Pediatric Surgery" with status "ACTIVE" and "Pediatric Surgery/Research" with status "Activate Not Part".

10 Once confirmed, the **Program Status** will display as **Not Part**.

The screenshot shows the Match Home Page after the confirmation. The institution name, role, and username are the same as in the previous screenshot. Below the header, there is a message that says "You currently have 1 Active Programs in the Match." Below this message is a table with columns: Program Description, NRMP Program Code, Program Status, Program Director, Reversions, and Current. The table has two rows: "Pediatric Surgery" with status "ACTIVE" and "Pediatric Surgery/Research" with status "Not Part". The "Not Part" status is highlighted with a red box.

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To view and make changes to your program, click the **Program Description** of the program you wish to view

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United States – Registration, Ranking, and Results @ (R3 @)

Match Home Page

Institution: [National Medical Center-Test Institution - Washington, DC](#) **Match Year:**

Role: Program Director **Appointment Year:**

Username: [jhoward](#)

You currently have 1 Active Programs in the Match.

Program Description	NRMP Program Code	Program Status	Program Director	Reversion
Pediatric Surgery	1000445F0	ACTIVE	Julia Howard (Pledged on Jan 15,)	D0 R0
Pediatric Surgery/Research	1000445F1	⚠ NOTPARTICIPATING	Julia Howard (Pledged on Jan 15,)	D0 R0

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The **View Program Details** page displays with the accordion menus available to make program changes. See additional support guides for further instruction on making program changes.

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United States – Registration, Ranking, and Results @ (R3 @)

View Program Details

Institution: [National Medical Center-Test Institution - Washington, DC](#) **Match Year:**

Role: Program Director **Appointment Year:**

Username: [jhoward](#) **NRMP Institution Code:** 1000

Institution Status: ACTIVE **ACGME Inst Code:**

Program Name: Pediatric Surgery **NRMP Program Code:** [1000445F0](#)

Program Type: Fellowship **ACGME Program Code:** 4451112222

Program Status: ACTIVE

- Status ▾
- Quota ▾
- Change Requests & Approvals ▾
- Program Director/Coord ▾
- Program Directory Information ▾
- Reversions ▾