Activating Institutions & Programs

Main Residency Match and Specialties Matching Service

Users: Institutional Officials (IOs)
Note: This Activating Institutions & Programs guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.

Activation: Institutional officials must activate the institution and its participating programs for all Matches before ranking can occur.

Timing: Activation should be completed promptly after the Match opens for registration.

** Activating the institution does not activate individual programs for participation. These are separate tasks. Each program must also be activated.**

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

Institution Activation:
3. The Matches and roles for which you are registered will display.
   - The yellow icon indicates Matches that have pending tasks requiring your attention.
4. Click the role and institution for the appropriate Match you will be activating.
Match Participation Agreement:

The **Match Participation Agreement** screen displays.

1. Review the **Match Registration** section to ensure the details are correct.

2. Read the **Important Notice**, which highlights important aspects of the Agreement.

3. Click **Next** at the bottom of the screen.
Match Participation Agreement, Continued:

4. Review the Match Participation Agreement. Scroll to the bottom of the page.

5. Enter your Password.

6. Click I Accept at the bottom of the screen.
7. The **Institution Status** tab displays. Note the Status is **INITIAL**.

8. Select your **Institution Status**:
   a. Click **Activate** if the institution and its programs will participate in the Match.
   b. Click **Not Participating** if the institution and its programs will NOT participate in the Match.

   Activating the institution does not activate the individual programs for Match participation.

**Institution Activated:**

9. If you activated your institution for the selected Match, a confirmation note will display.

10. Click the **Institution Status** tab to confirm status.

   **Activating the institution does not activate individual programs for participation.**

   **Program activation steps are on the following pages. Please continue.**
Institution Not Participating:

11. If you chose Not Participating, a confirmation pop-up will display.
   a. Click Yes to not participate in the Match.
   b. Click No to cancel and return to the Institution Status tab.

12. A confirmation note displays if you chose to not participate in the Match.
Program Activation:

1. Click **Home** to activate your program(s).

2. Review the list of **programs**.

3. Indicate your **Program Status**:
   a. Click the **Activate** link for the program you wish to activate.
   b. Click the **Not Part** link if the program will not be participating in the Match.
Program Activated:

4. If you activated the selected program, the Program Status will display as ACTIVE.

Program Not Participating:

5. If you chose Not Part, a confirmation pop-up will display.
   a. Click Confirm if the program will not participate in the Match.
   b. Click Cancel to stop the request.

6. The Program Status will display as Not Part if you chose to not participate.
Non-ACGME-Accredited Fellowship Programs:

⚠️ If the fellowship program is not ACGME-accredited, you will be asked to attest that you have oversight of the program.

1. Click the **Program** you wish to activate.

2. The **View Program Details** page displays.
Non-ACGME-Accredited Fellowship Programs, Continued:

3. Click the **Status** tab.

4. Indicate your **Program Status**:
   a. Click the **Activate** button to activate.
   b. Click the **Not Participating** button if the program will not be participating.

5. If the program is being activated, the **Program Affiliation** pop-up displays. Select **Yes** or **No**.

6. Click **Submit**.
Non-ACGME-Accredited Fellowship Programs, Continued:

7. If you selected No, another pop-up displays with additional questions. Answer the questions and click Submit.

8. A confirmation note displays.