Adding & Maintaining Institutional Administrators

Main Residency Match and Specialties Matching Service

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

**Institutional administrator:** The institutional administrator serves as the institutional official's assistant and is authorized to complete all tasks of an institutional official with the exception of activating institutions, activating programs, and approving 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 participates in more than one Match, the role and Match combinations for your account are displayed.

   ![Matches and Roles Page](image)

   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 details 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.
Adding/Maintaining Institutional Administrators:

1. Click the **My Institution** link to add or maintain institutional administrator details.

   ![Image]

   The **Institution Information** page displays.

2. Click the **Institutional Administrator** tab.

   ![Image]
Remove Institutional Administrator:

1. Click **Remove IA**.

2. A note confirms the institutional administrator removal.

3. Click the **Institutional Administrator** tab to confirm the institutional administrator field is blank.
Change Institutional Administrator using Search Function:

1. Click Change IA.

2. The Change Institutional Administrator pop-up displays.

3. Enter last name of the institutional administrator to be added and click Search to find a user currently associated with your institution. Search results:
   a. Also display inactive users no longer associated with any institution.
   b. Do not show the names of other institutions’ active staff.
Change Institutional Administrator using Search Function, Continued:

4. Search results display.

5. If the name of the individual you want to add as your institutional administrator is listed, click the name.

6. The **Success** pop-up displays indicating you have successfully set a new institutional administrator.

7. Click **OK**.
   - **Institutional administrators new to your institution in R3®**: Will receive a token email allowing them to access the institution and programs.
   - **Institutional administrators currently affiliated with your institution in R3®**: Can login using their username and password to access the institution and programs.
Change Institutional Administrator using Add New User:

1. Click Change IA.

2. The **Change Institutional Administrator** pop-up displays.

3. Click **Add a New User**.
Change Institutional Administrator using Add New User, Continued:

4. The **Change Institutional Administrator** pop-up displays. Enter the institutional administrator’s details. To enter the date of birth, select the birth year first from the drop-down in the calendar widget.

5. Click **Mail User Token**.

6. The **Success** pop-up displays indicating you have successfully set a new institutional administrator.

7. Click **OK**.
   - The new institutional administrator will receive a token email to redeem and create an account allowing access to the institution and programs.