Adding & Maintaining Program Coordinators

Main Residency Match and Specialties Matching Service

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
Program coordinator: The program coordinator (PC) assists the program director in managing Match activities. Program coordinators can view, create, and edit rank order lists. However, program coordinators CANNOT certify rank order lists and are prohibited by the NRMP from assuming that responsibility.

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.
4. Click on your Role & Institution Name for the appropriate Match.

Note: This Adding & Maintaining Program Coordinators guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.
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 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 Program Coordinators:

1. Click the **Program Description** link to add or maintain program coordinator details.

The **View Program Details** page displays.

2. Click the **Program Director/Coord** tab.
Change Program Coordinator:

1. There are multiple ways to add a program coordinator:
   a. If there is not a program coordinator currently designated for the program, click the **Set Program Coordinator** button.
   b. If a program coordinator must be changed, click the **Change IPC** button.
   c. If you want to remove the current program coordinator and do not have a replacement, click **Remove IPC**.

Add a Program Coordinator using Search Function:

1a. Click **Set Program Coordinator**.

2. The **Change Program Coordinator** pop-up displays.

3. Enter the last name of the program coordinator in the **Search Institution and Available Users** field and click **Search**.
Add a Program Coordinator using Search Function, Continued:

4. Search results display.

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

6. The **Success** pop-up displays indicating you have successfully set your program coordinator.

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

1. Click the **Change IPC** button.

2. The **Change Program Coordinator** pop-up displays.

3. Click the **Add a New User** button.
Change Program Coordinator using Add New User, Continued:

4. The Change Program Coordinator pop-up displays. Enter the program coordinator’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 your program coordinator.

7. Click OK.
   - The new program coordinator will receive a token email to redeem and create an account in R3® to access the program.
Remove Existing Program Coordinator:

1. Click **Remove IPC**.

2. The **Success** note displays indicating you have successfully removed the current program coordinator.