Adding & Maintaining Program Directors

Main Residency Match and Specialties Matching Service

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
**Note:** This Adding & Maintaining Program Directors 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.

**Program director:** Every program must always have one program director.

**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.

⚠️ 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 Program Directors:

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

   ![Program Description Image]

   The View Program Details page displays.

2. Click the Program Director/Coord tab.

   ![Program Director/Coord Image]

   ![Program Director/Coord Image]
Change Program Director using Search Function:

1. Click the **Change Program Director** button.

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

3. Enter the program director’s last name you would like to add in the **Search Institution and Available Users** field and click **Search**.
Change Program Director using Search Function, Continued:

4. Search results display.

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

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

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

1. Click the **Change Program Director** button.

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

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

4. The Change Program Director pop-up displays. Enter the program director details.

5. Click Mail User Token.

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

7. Click OK.
   - The new program director will receive a token email to redeem and create an account to access the program.
Change Program Director using Select from Drop-Down:

1. In the Change Program Director pop-up, click the drop-down box to select from your existing program directors in the current Match.

2. The Success pop-up displays indicating you have successfully set your program director.

3. Click OK. The selected program director can login to R3® using their username and password to access the program.