Adding a Program

Main Residency Match and Specialties Matching Service

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

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 (institutional officials and institutional administrators with programs in more than one Match):

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 Match you wish to manage.
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 a Previously Existing Program:

Active programs display on the Match Home Page.

1. Click the Options menu.
2. Click Add New Program.

The Add Program to Match pop-up window displays.

3. Programs that are not active for your institution but were active in previous Matches are listed.
   a. To add one of the listed programs to the current Match, click the link for the program.

4. The My Programs screen displays and the green note confirms that you have successfully added the program to the current Match. The program must be activated and the program director updated to participate in the Match. See the Activating Institutions & Programs guide.
Adding a New or Not Previously Participating Program:

To add a program not listed on your Match Home Page or not registered in previous Matches, follow the next set of instructions.

5. Select the Specialty and Program Type for the program you wish to add to this Match from the drop-down menus.
   a. To learn more about each program type, go to [www.nrmp.org](http://www.nrmp.org).

6. Click the Add a New Program for this Institution and Match button.
Step 1: Program Information

1. Enter the program information, including ACGME Code (if required) and Quota number. The quota is the number of positions you want to fill in the Match.

   Fields with a * are required.

2. Click Next.

Step 2: Program Director

3. When adding a new program to a Match, you must select a program director. Click Set Program Director.
**Program Director, Continued:**

Add a New PD

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

5. Click the **Add a New User** button.

6. The **Change Program Director** pop-up displays. Enter the program director’s details.

7. Click **Mail User Token**.

8. The **Success** pop-up displays indicating the program director you entered will be set once the program has been added to the Match.

9. Click **OK**.
   a. The new program director will receive a token email to redeem and create an account to access the program.
Program Director, Continued:
Select program director from existing users

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

2. The Success pop-up displays indicating the program director you selected will be set once the program has been added to the Match.

3. Click OK.
   - The program director can log in to the R3 system using their username and password to access the program.
Step 3: Public Contact Information

1. Enter the Program Address and Program Contact Information in the appropriate fields.

2. Click Next.
Step 4: Activate Program

1. Choose the Program Status from the drop-down menu.
   a. Initial: If you wish to activate the program later or are in the role of an institutional administrator, choose Initial.
   b. Activate: If you wish to activate the Program now and are an institutional official, choose Activate.

2. Click Finished.

3. The My Programs screen displays and the green note confirms you have successfully created the new program.