Adding a Program

Main Residency Match and Specialties Matching Service

Users: Program Directors (PDs)
**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 (program directors with programs in more than one Match):**

3. If your institution or program 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 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.
   a. The program must be activated by the NRMP institutional official.
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.

Active programs display on the Match Home Page.

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

3. The Add Program to Match pop-up displays.

4. Select the Specialty and Program Type for the program you wish to add from the drop-down menus.
   a. To learn more about each program type, go to www.nrmp.org.

5. 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. Review the names in the Institutional Official and Program Director fields. The program director listed should be your name.

4. Click Next.
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. As a program director, you cannot activate the program. Choose Initial from the Program Status drop-down menu.

2. Click Finished.

3. The My Programs screen displays and the green note confirms that you have successfully created the new program. Notify your institutional official to activate the program for Match participation.

   a. Note: If you choose Activate from the drop-down menu, you will receive an error message. Return to step 1 just above to finish adding the program to the Match.