Change Approvals

Main Residency Match and Specialties Matching Service

Users: Institutional Officials (IOs)
Note: This job aid explains the steps for Change Approvals 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:
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. Hover over the icon to view the specific tasks for a program.
4. Click on your Role & Institution Name for the appropriate Match that requires change approvals.
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.
Change Approvals:

⚠️ The yellow icon indicates Matches that have pending tasks requiring your attention. Hover over the icon to view the specific tasks for a program.

1. Click the Program Description link for the program that requires approvals.

The View Program Details page displays. A yellow note indicates change approval requests are pending.

2. Click the Change Requests & Approvals tab. Review the changes that require action.
   a. Note the Change Type column identifies the type of change requiring action.
Change Approvals, Continued: Approve Request

3. Click the **Change Decision** drop-down box.
   a. Select **Approve** to accept the change request.
   b. Select **Deny** to reject the request.

4. If you approved the change request, a confirmation pop-up displays.
   a. Click **Confirm** to accept the request.
   b. Click **Cancel** to return to the **Change Requests & Approvals** tab.

5. If you clicked **Confirm**, the approved change is displayed on the **Change Requests & Approvals** tab under the **Completed Program Change Requests** section.
Change Approvals, Continued: Reject Request

1. Click **Deny** to reject a change request.

2. A **confirmation** pop-up displays.
   a. Click **Confirm** to deny the request.
   b. Click **Cancel** to return to the **Change Requests & Approvals** tab.

3. If you clicked **Confirm**, the denied change is displayed on the **Change Requests & Approvals** tab under the **Completed Program Change Requests** section.