Changing Quota & Program Details

Main Residency Match and Specialties Matching Service

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)
Note: This Changing Quota & Program Details guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

This guide explains updating program details and quota for programs that have been activated by the NRMP institutional official.

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 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.
Editing a Program:

1. Click the **program** you wish to edit.

2. The **View Program Details** page displays.
Status:

1. Click the **Status** tab to review the program’s status.
   - If the program is in **Initial** status, it must be activated by the institutional official. Refer to the **Activating Institutions & Programs** guide to review those steps.
   - Refer to the **Withdraw and Reinstaten a Program** guide to review those steps, if necessary.

Quota:

- Program coordinators **cannot** change the program quota.

2. Click the **Quota** tab to review the program’s initial and current quota. The quota is the number of positions you want to fill in the Match.

3. To change the quota, enter the new value in the **Current Quota** field.

4. Click the **Set New Quota** button.
   - This button is only available until the Quota Change Deadline, which is generally 2 weeks before the Rank Order List Deadline.

5. A confirmation note displays.
Change Requests & Approvals:

1. Click the **Change Requests & Approvals** tab to view changes and/or required approvals that have been made to the program since the Match opened for registration.
   - If you are the institutional official, you have the option to approve or deny any pending change requests. See the **Change Approvals** job aid.

Program Director/Coordinator:

2. Click the **Program Director/Coord** tab to view the institutional official, program director, and program coordinator names.

3. If you are an institutional official or institutional administrator, you have the option of changing the program director. See the **Adding & Maintaining Program Directors** guide.

4. If you want to add a program coordinator, click the **Set Program Coordinator** button.
   - The program must be in **Active** status to update or add program staff.
Program Director/Coordinator, Continued: Add New User

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

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

7. 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.

8. Click **Mail User Token**.

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

10. Click **OK**.
    - The new program coordinator will receive a token email to redeem and create an R3 system account to access the program.
Program Director/Coordinator, Continued: Search Institution and Available Users

1. Enter the program coordinator’s name you want to add in the Search Institution and Available Users field and click Search.

2. Search results display.

3. If the name of the individual you want to add as your program coordinator is listed, click the name.
Program Director/Coordinator, Continued:
Search Institution and Available Users

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

5. Click **OK**.
   - **Program coordinators new to your institution in R3®** will receive a token email allowing them to access the program.
   - **Program coordinators currently affiliated with your institution in R3®** can login using their username and password to access the program.

Public Contact:

1. Click the **Public Contact** tab to view and edit the information that appears in the Program Directory.
   - Fields with a * are required.

2. If you update any fields, click the **Save Public Contact Updates** button.
**Reversions:**

1. Click the **Reversions** tab to view reversion details. A Reversion is the option to revert, or donate, unfilled positions in one program to another during the matching process.
   - Refer to the **Reversions** guide to review those steps.
   - Program directors can request a reversion.
   - Institutional officials must review and approve all reversions.
   - To learn more about reversions, go to [www.nrmp.org](http://www.nrmp.org).

**Main Residency Match: Joint A/P**

2. Click the **Joint A/P** tab to view any Joint Advanced/Preliminary arrangement details. A Joint A/P arrangement provides the option to link an advanced PGY-2 program with a preliminary PGY-1 program to create a full course of training for applicants interested in specialties that begin in the PGY-2 year.
   - Refer to the **Joint A/P** guide to review those steps.
   - To learn more about Joint A/P, go to [www.nrmp.org](http://www.nrmp.org).