Withdrawing and Reinstating a Program

Main Residency Match and Specialties Matching Service

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
**Note:** This Withdrawing and Reinstating 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.

| Programs must be withdrawn or reinstated prior to the Quota Change Deadline for the Match. NRMP institutional officials must approve any program status changes. |

**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 (for program directors) participates in more than one Match, the role and Match combinations for your account are displayed.
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 details.

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 details.

7. Fellowship Match event dates display.
Editing a Program:

1. Click the **program** you wish to withdraw or reinstate.

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

2. The **View Program Details** page displays.
**Status – Withdraw Steps**

3. Click the **Status** tab to review the program’s status.

4. To withdraw the program from the current Match, click the **Withdraw** button.

5. The green note confirms you have successfully withdrawn the program.

6. The status displays on the **Home page** as WITHDRAWN and the yellow triangle alerts you that the institutional official must approve the withdrawal. If the institutional official completed the withdrawal, the withdrawal is automatically approved.

   - Only institutional officials can approve program status changes in the R3® system.
Status - Reinstatement Steps

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

   The yellow icon indicates listed Matches have pending tasks requiring your attention. Hover over the icon to view the tasks.

2. The **View Program Details** page displays.
Status - Reinstall Steps, Continued

3. Click the Status tab.

4. To reinstall the program for the current Match, click the Reinstate button.

5. The green note confirms you have successfully reinstated the program.

6. The status displays on the Home page as ACTIVE and the yellow triangle alerts you that the program requires status approval. If the institutional official has completed the reinstatement, the reinstatement is automatically approved.

- Only institutional officials can approve program status changes in the R3® system.