Adding & Maintaining School Administrators

Main Residency Match

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

Login:
1. Enter the Username and Password you created for accessing the Registration, Ranking, and Results (R3®) system.
2. Click Login.

Match Home Page:
3. Your school name, role, username, Match year, and an applicant status table display.
Adding/Maintaining School Administrators:

1. There are two options to navigate to the My School page to add or maintain your school administrator.
   a. Click the My School link.
   b. Click School → My School.

2. The School Information page displays.

Adding a New School Administrator:

3. Click Add SA.
Adding a New School Administrator, continued:

4. The Set School Administrator section displays.

5. Click Add a New User.

6. The Set School Administrator to New User section replaces the Set School Administrator section.

7. Enter the school administrator’s details. To enter the date of birth, select the birth year first from the drop-down in the calendar tool.

8. Click:
   a. Mail User Token to add the new school administrator.
   b. Cancel to return to the Edit School section.

9. The Success pop-up displays indicating you have successfully set a new school administrator.

10. Click OK.
    - The new school administrator will receive a token email that must be redeemed to create an account allowing access to the medical school's information in the R3 system.
**Remove School Administrator:**

1. Click **Remove SA**.

2. The **Success** note displays indicating you have successfully removed the current school administrator.

3. The **School Administrator** field is blank.
Change School Administrator by Searching Current R3 System Users:

1. Click Change SA.

2. The Set School Administrator section displays.

3. Enter the last name of the school administrator to be added and click Search to find a user currently associated with your school. Search results:
   a. Also display inactive users no longer associated with any institution.
   b. Do not show the names of other institutions' active staff.
Change School Administrator by Searching Current R3 System Users, continued:

4. Search results display.

5. If the name of the individual you want to add as your school administrator is listed, click the name.

6. The Success pop-up displays indicating you have successfully set a new school administrator.

7. Click OK.
   - **School administrators new to your institution in the R3 system**: Will receive a token email allowing them to access the medical school’s information.
   - **School administrators currently affiliated with your institution in the R3 system**: Can log in using their username and password to access the medical school’s information.