Updating Unfilled Positions

Specialties Matching Service

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

The NRMP releases the results of the Match at 12:00 p.m. eastern time on the appointed Match Day. All Match results are available to institution and program users via the R3® system. If your program(s) did not fill, you can update your Unfilled Status in the R3® system as positions are filled.

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.
4. Click on your Role & Institution Name for the Match.
Viewing Unfilled List Details:

Note: Institution and program users whose program(s) filled do not have access to the Unfilled List.

1. From the Match Home Page, click Unfilled List.

2. A summary of all unfilled programs by specialty displays. Many Matches have only one specialty, but others have multiple specialties and programs may be viewed for each separately.

Updating Unfilled Positions:

If your program did not fill, it will be listed on the Unfilled Programs List. As positions are filled, update the number of positions remaining to be filled.

1. From the Match Home Page, click the Program Description link for the program that is to be updated.
Updating Unfilled Positions, Continued:

The View Program Details page displays.

2. Click the Update Unfilled tab.

3. The Update Unfilled details display. The initial Current Unfilled number is the number of positions available after the algorithm was processed.

4. Update the number in the Current Unfilled field if positions are filled on or after Match Day. Set the Current Unfilled number to zero to remove your program from the Unfilled List. All changes are real-time, and unmatched applicants will view the most current number of available positions in the program.

   a. Click Cancel to cancel any changes.
   b. Click Set Current Unfilled to update the status.
Updating Unfilled Positions, Continued:

5. A green note displays indicating the program unfilled status was updated successfully.

6. Once the unfilled status is set to zero, clicking the Unfilled List button displays the Information pop-up indicating that access to the Unfilled Programs information is not available.