



## Updating Unfilled Positions

### Main Residency Match



#### Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)

The screenshot shows the 'View Program Details' page for 'West Tennessee Univ-TN - Memphis, TN'. The program is for the year 2017, with a role of Program Director and username 'rfitzhuqh'. It is a Family Med/Rural program, categorized, and certified. The program has 3 unfilled positions. The 'Update Unfilled' form shows the current number of unfilled positions as 3, with buttons for 'Cancel' and 'Set Current Unfilled'.

View Program Details	
Institution: <a href="#">West Tennessee Univ-TN - Memphis, TN</a>	Match Year: 2017
Role: Program Director	NRMP Institution Code: 2066
Username: <a href="#">rfitzhuqh</a>	ACGME Inst Code: 140999
Institution Status: ACTIVE	NRMP Program Code: <a href="#">2066120C1</a>
Program Name: Family Med/Rural	ACGME Program Code: 1209966331
Program Type: Categorical	SOAP Participation: Yes
Program Status: CERTIFIED	

Rank Order List

Update Unfilled

Did My Program Fill? UNFILLED

Your Program currently has 3 unfilled positions. Update the number of unfilled positions shown to the Public.

Current Unfilled

**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 Supplemental Offer and Acceptance Program® (SOAP®) concludes at 11:00 AM ET on Thursday of Match Week. At 11:30 AM ET, programs can update the number of remaining unfilled positions on the *List of Unfilled Programs*. At 12:00 PM ET, the dynamic *List of Unfilled Programs* is released to all unmatched applicants. If your program still has positions remaining at the conclusion of SOAP or if your unfilled program did not participate in SOAP, you should update your **Unfilled Status** in the Registration, Ranking, and Results® (R3®) system as positions are filled. The *List of Unfilled Programs* remains available to applicants until May 1, 2018.

### Login:

1. Enter the **Username** and **Password** you created for accessing the R3® system.
2. Click **Login**.

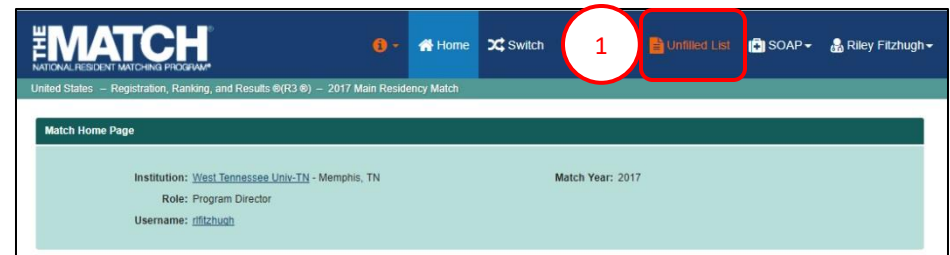
### Matches and Roles Page:

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 Main Residency 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.



The screenshot shows the Unfilled List page with a table of unfilled programs by specialty. A red circle and the number 2 highlight the table. A warning message at the top states: "Reproduction is prohibited without the written consent of the NRMPP®".

Specialty	Unfilled Programs	Unfilled Positions
<a href="#">Anesthesiology - A</a>	11	24
<a href="#">Anesthesiology - C</a>	18	56
<a href="#">Anesthesiology - B</a>	13	14
<a href="#">Child Neurology - A</a>	2	2
<a href="#">Child Neurology - C</a>	8	9
<a href="#">Child Neurology - B</a>	13	14
<a href="#">Dermatology - A</a>	7	8
<a href="#">Dermatology - B</a>	1	1
<a href="#">Emergency Medicine - C</a>	4	6
<a href="#">Family Medicine - C</a>	67	141
<a href="#">Internal Medicine - C</a>	38	132
<a href="#">Internal Medicine - P</a>	32	72
<a href="#">Internal Medicine/Anesthesiology - C</a>	2	2

## Updating Unfilled Positions:

If your program has any remaining unfilled positions, it will be listed on the **List of Unfilled Programs**. Beginning at 11:30 AM ET, on Thursday of Match Week and as you fill positions after SOAP has concluded, you can 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.

The screenshot shows the Match Home Page with a table of active programs. A red circle and the number 1 highlight the 'Program Description' link for the 'Family Med/Rural' program.

Program Description	NRMPP Program Code	Reversions	Program Status	Did My Program Fill?	Post Match Quota	Filled in Match	Original Unfilled	Current Unfilled	SOAP	Results
<a href="#">Family Med/Rural</a>	2066120C1	D0 R0	CERTIFIED	UNFILLED	4	1	3	3	Yes	View Report

## Updating Unfilled Positions, Continued:

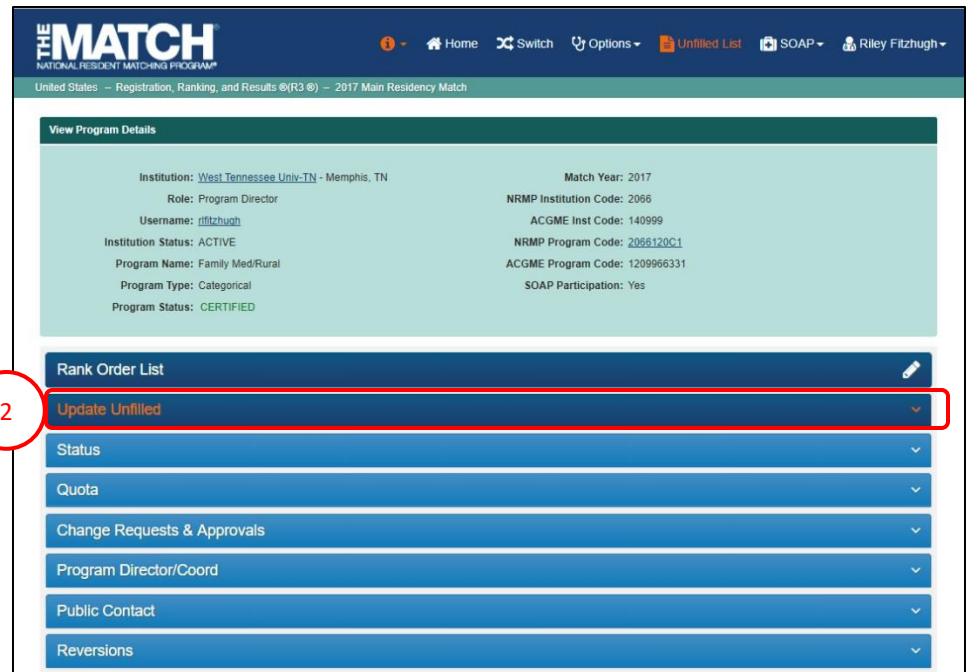
The **View Program Details** page displays.

2. Click the **Update Unfilled** tab.

3. The **Update Unfilled** details display. The initial **Current Unfilled** number is the number of positions available after SOAP.

4. Update the number in the **Current Unfilled** as positions are filled after SOAP concludes. 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.

