



Changing Quota & Program Details

Main Residency Match and
Specialties Matching
Service



Users:

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

The screenshot displays the 'View Program Details' page in the THE MATCH web application. The header includes the logo and navigation links: Home, Switch, Options, and a user profile for Filius Flitwick. The main content area is divided into two columns. The left column lists program information: My Institution (Secondary Test Institution - Anytown, DC), My Role (Program Director), Username (flitwick), Institution Status (ACTIVE), Program Name (Radiology-Diagnostic), Program Type (Advanced), and Program Status (ACTIVE). The right column shows Match Year (2017), NRMP Institution Code (1894), ACGME Inst Code (1001), NRMP Program Code (189442040), and ACGME Program Code (4201678923). Below the details is a sidebar menu with eight items: Status, Quota, Change Requests & Approvals, Program Director/Coord, Public Contact, Reversions, and Joint A/P, each with a dropdown arrow.

View Program Details	
My Institution: Secondary Test Institution - Anytown, DC	Match Year: 2017
My Role: Program Director	NRMP Institution Code: 1894
Username: flitwick	ACGME Inst Code: 1001
Institution Status: ACTIVE	NRMP Program Code: 189442040
Program Name: Radiology-Diagnostic	ACGME Program Code: 4201678923
Program Type: Advanced	
Program Status: ACTIVE	

- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord
- Public Contact
- Reversions
- Joint A/P

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.

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC
 My Role: Program Director
 Username: [flitwick](#)
 Match Year: 2017

You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SOAR
Radiology-Diagnostic	1894420A0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	4	Pending

2017

May 23	Rank order list entry begins at 12:00 noon ET for all users
Jun 16	Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 9:00 p.m. ET.

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC
 My Role: Program Director
 Username: [flitwick](#)
 Match Year: 2017
 Appointment Year: 2018

You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Breast Imaging	1894R02F0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	2

Match Event	Start Date	End Date
Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Rank	26 May 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Match Computation	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
Match Results	14 Jun 2017 12:00 PM EDT	14 Dec 2017 12:00 AM EST
Closed	14 Dec 2017 12:00 AM EST	19 Mar 2018 12:00 AM EDT

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.

The screenshot shows the Match Home Page for the 2017 Main Residency Match. The user is logged in as Filius Flitwick, a Program Director at Secondary Test Institution - Anytown, DC. The page displays a table of active programs. A red circle with the number 1 highlights the 'Program Description' column.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Dermatology	1894080C0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	1
Radiology-Diagnostic	1894420A0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	4
Radiation Oncology	1894430A0	INITIAL	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	2

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

The screenshot shows the View Program Details page for the Radiology-Diagnostic program. The page displays various details about the program, including the institution, role, and status. A red circle with the number 2 highlights the page content.

View Program Details

My Institution: [Secondary Test Institution](#) - Anytown, DC
My Role: Program Director
Username: [flitwick](#)
Institution Status: ACTIVE
Program Name: Radiology-Diagnostic
Program Type: Advanced
Program Status: ACTIVE

Match Year: 2017
NRMP Institution Code: 1894
ACGME Inst Code: 1001
NRMP Program Code: [1894420A0](#)
ACGME Program Code: 4201678923

- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord
- Public Contact
- Reversions
- Joint A/P

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 Reinstate a Program** guide to review those steps, if necessary.

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View Program Details

My Institution: [Secondary Test Institution](#) - Anytown, DC
My Role: Program Director
Username: [flitwick](#)
Institution Status: ACTIVE
Program Name: Radiology-Diagnostic
Program Type: Advanced
Program Status: ACTIVE

Match Year: 2017
NRMP Institution Code: 1894
ACGME Inst Code: 1001
NRMP Program Code: [1894420A0](#)
ACGME Program Code: 4201678923

Status

Current Program Status: **ACTIVE**

[Withdraw](#)

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.
 - a. 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.

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NATIONAL RESIDENT MATCHING PROGRAM

Quota

You may change current quota here, or go to the [Reversions](#) tab to donate potential unfilled positions to other programs.

Initial Quota: 1
Current Quota: 2

[Cancel](#) [Set New Quota](#)

5 [Successfully updated program quota.](#)

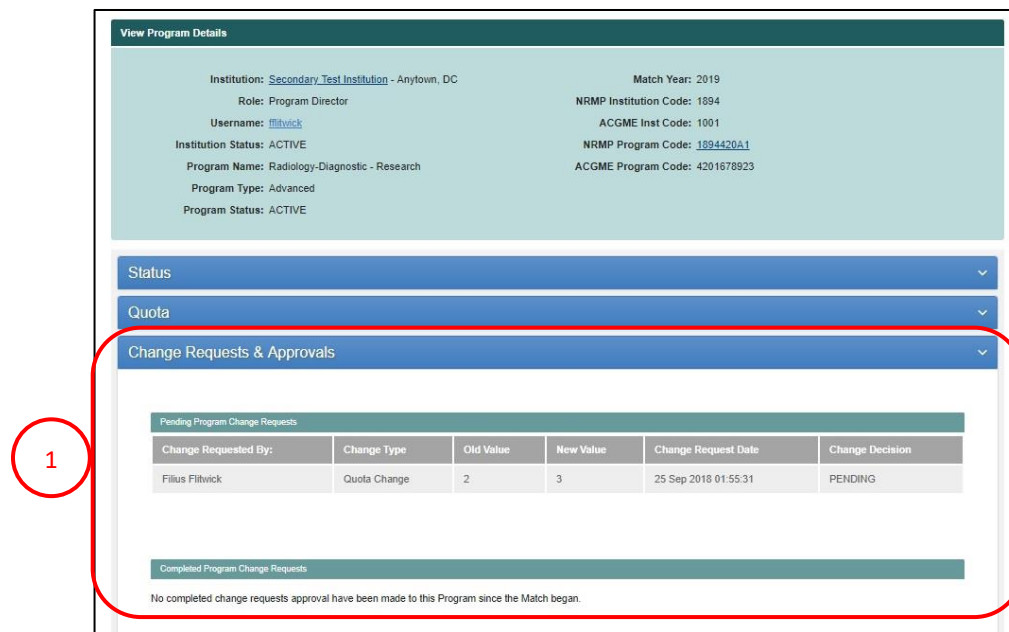
View Program Details

My Institution: [Secondary Test Institution](#) - Anytown, DC
My Role: Program Director

Match Year: 2017
NRMP Institution Code: 1894

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.



View Program Details

Institution: [Secondary Test Institution](#) - Anytown, DC
 Role: Program Director
 Username: [filitwick](#)
 Institution Status: ACTIVE
 Program Name: Radiology-Diagnostic - Research
 Program Type: Advanced
 Program Status: ACTIVE

Match Year: 2019
 NRMP Institution Code: 1894
 ACGME Inst Code: 1001
 NRMP Program Code: [1894420A1](#)
 ACGME Program Code: 4201678923

Status
 Quota
Change Requests & Approvals

Pending Program Change Requests

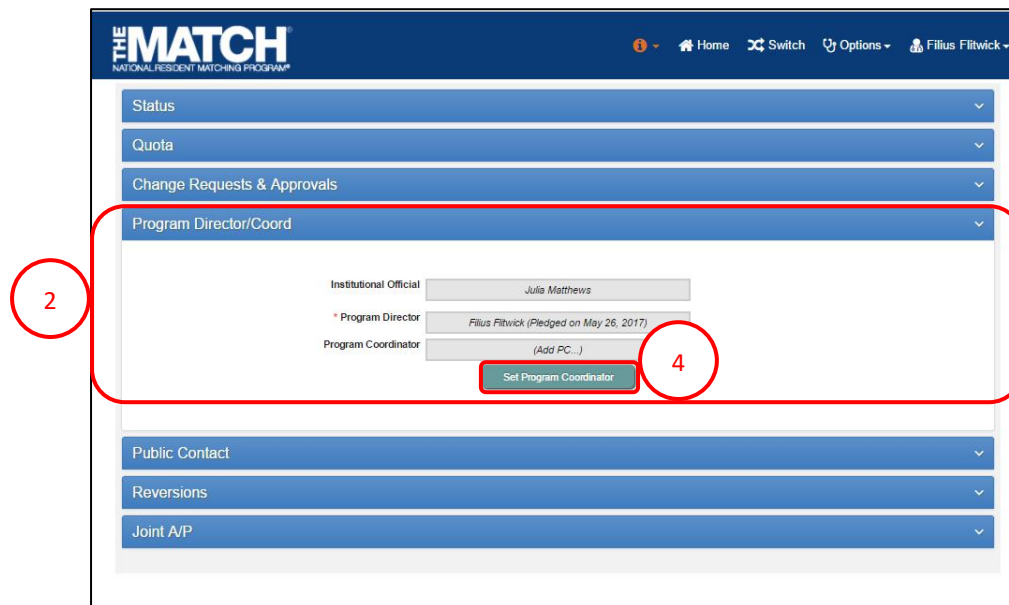
Change Requested By:	Change Type	Old Value	New Value	Change Request Date	Change Decision
Filius Filitwick	Quota Change	2	3	25 Sep 2018 01:55:31	PENDING

Completed Program Change Requests

No completed change requests approval have been made to this Program since the Match began.

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.



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Home Switch Options Filius Filitwick

Status
 Quota
 Change Requests & Approvals
Program Director/Coord

Institutional Official: [Julia Matthews](#)

* Program Director: [Filius Filitwick \(Pledged on May 26, 2017\)](#)

Program Coordinator: [\(Add PC...\)](#)

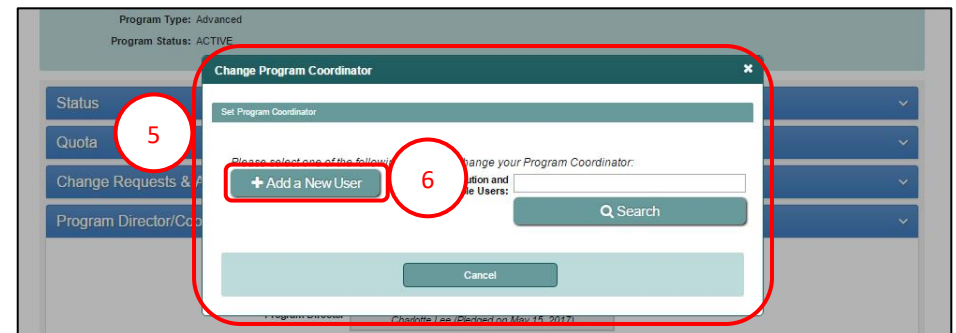
Set Program Coordinator

Public Contact
 Reversions
 Joint A/P

Program Director/Coordinator, Continued: Add New User

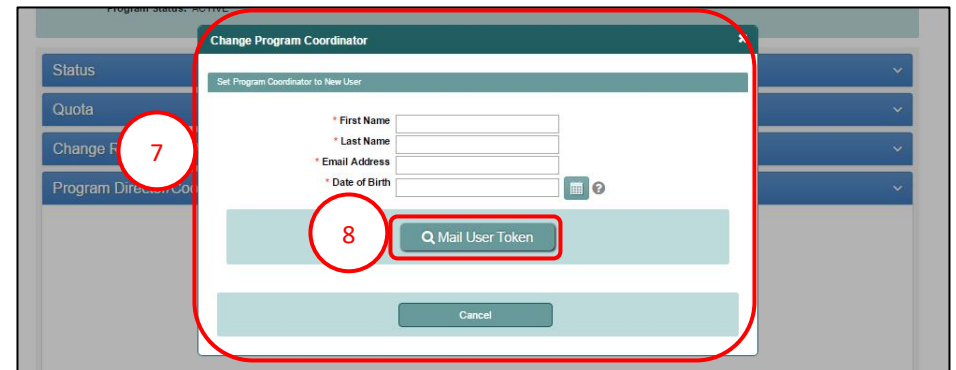
5. The **Change Program Coordinator** pop-up displays.

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.

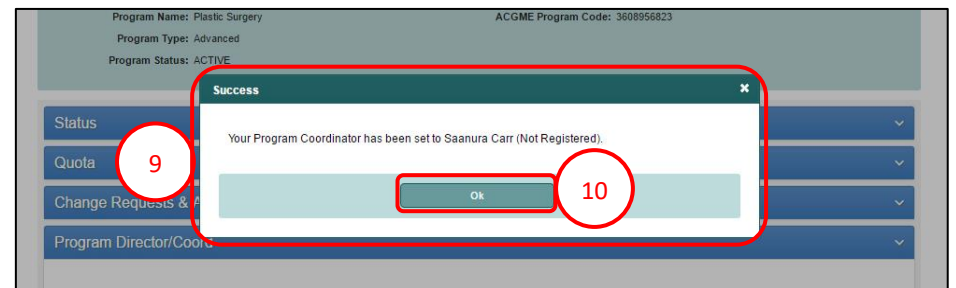
8. Click **Mail User Token**.



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**.

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Username: [mlw123](#) ACGME Inst Code: 1001
Institution Status: ACTIVE NRMP Program Code: [189442020](#)
Program Name: Radiology-Diagnostic ACGME Program Code: 4201678923
Program Type: Advanced
Program Status: ACTIVE

Status
Quota
Change Requests & A/P
Program Director/Coordinator

Change Program Coordinator

Set Program Coordinator

Please select one of the following options to change your Program Coordinator:

+ Add a New User

Search Institution and Available Users:

Q Search

Cancel

Set Program Coordinator

2. Search results display.
3. If the name of the individual you want to add as your program coordinator is listed, click the name.

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Program Status: ACTIVE

Status
Quota
Change Requests & A/P
Program Director/Coordinator

Change Program Coordinator

Set Program Coordinator

Please select one of the following options to change your Program Coordinator:

+ Add a New User

Search Institution and Available Users:

Q Search

Click on the user's name below to set them as Program Coordinator:

There are 1 Users Matching Search Query 'rosser'. Please use different search criteria

Name	Institution(s)	Email Address	Status
Thomas Rosser	Secondary Test Institution	trosser@mailinator.com	Pending

1 to 1 of 1 rows

< Prev Next > Last >

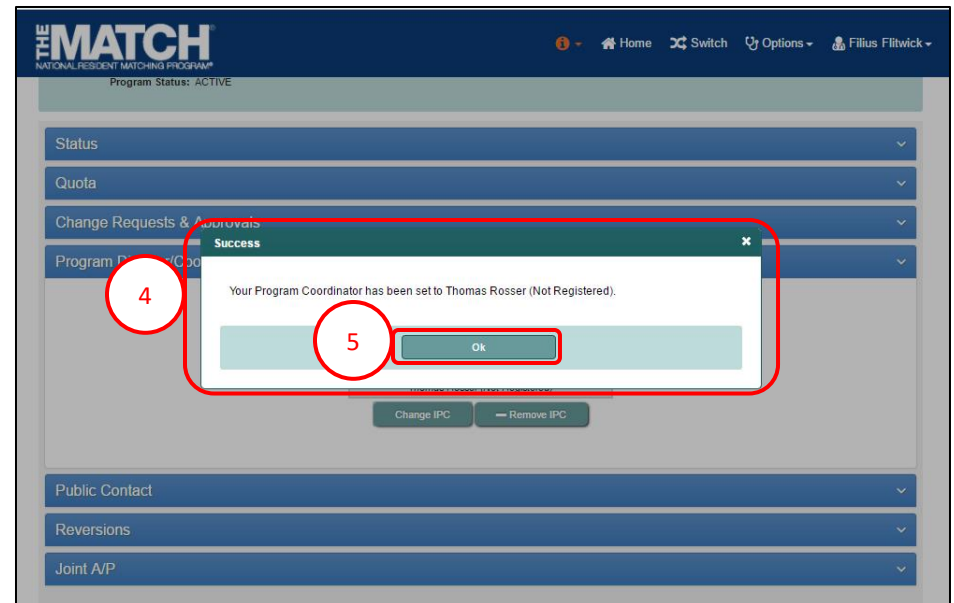
Show 20 Results per Page

Cancel

Public Contact
Reversions
Joint A/P

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.

The screenshot shows the 'Public Contact' form. A red circle with the number 1 highlights the 'Public Contact' tab. The form contains fields for Program Address (Country, Mail Stop, Street Address Line 1-3, City/Town, State, Zip/Postal Code) and Program Contact Information (Public Phone Number, Public Fax Number, Public Email Address, Program Coordinator Email Address, Program URL). A red circle with the number 2 highlights the 'Save Public Contact Updates' button at the bottom right. The 'Cancel' button is also visible.

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.

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Reversions

Initial Quota: 1 Current Quota: 3

If known, enter NRMP Program Code below to donate positions to other Programs or click the "Find & Add Programs" button to find programs to which to donate positions.

Find & Add Programs Cancel Changes Save

Donating To Total Positions Donated: 0

Drag & Drop	Order	Program Description / Institution Name	Location	Status	NRMP Program Code	ACGME Program Code	Decision	Remove
					1			

NRMP Program Code 1 Add

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.

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Public Contact

Reversions

Joint A/P

Find & Add Programs Cancel Changes Save

Program Description / Institution Name	Location	Status	NRMP Program Code	ACGME Program Code	Remove
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