

Activating Institutions & Programs for Participation in the Match

Main Residency Match and Specialties Matching Service Users: Institutional Officials (IOs)

(i)

Activating the institution and programs initiates your participation in a Match. The institution must be activated for each Match in which it participates before a program(s) can be activated. Activating the institution does not activate an individual program(s) for participation. Both the institution and program(s) must be activated in each Match and is required before ranking can occur. Activation should be completed promptly after the Match opens for registration.

The Institutional Official (IO) can activate programs or can direct either the Program Director (PD) or the Institutional Administrator (IA)to activate program(s) after the institution is active. This allows the IO the ability to ensure the PDs confirm their participation in the Match at the program level and allows PDs to update their program directory information and the program quota in a more timely and efficient manner. A change request will be generated for IO approval for any program status changes made by the PDs or IA.

Non-ACGME accredited programs in a fellowship Match can only be activated by the IO and require an attestation that the institution has oversight of the program's participation in the Match.

1 Open <u>r3.nrmp.org</u> to access the Registration, Ranking, and Results (R3®) system.

	() -	🔒 Login	Aregister for Residency	Ar Register for Fellowship Match
United States – Registration, Ranking, and Results ®(R3 ®)				
Returning Users				
				* Req
Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created Applicants with login credentials from a previous Match must register for each new Match in which y	a Usern: ou plan	ame and Pass to participate.	word for a current Match, enter them Select the appropriate "Register" op	here. tion to proceed.
* Username:	word	9		
La	ogin 🕨)		

2 Enter the **Username** and **Password** and click **Login**.

AL RESIDENT MATCHING PROGRAM*		6 -	🍰 Login	Aregister for Residency	& + F
States – Registration, Ranking, and Resul	ts ®(R3 ®)				
lsers					
3 and Staff from Institutions, Hospitals, Prog 3 with login credentials from a previous Mate	rams, or Schools. If you have alrea ch must register for each new Match * Username: [* Password: ! forgot my Use	dy created a Usern n in which you plan	ame and Pass to participate.	word for a current Match, enter th Select the appropriate "Register"	em here. option to r
		Login			

3 The Matches and roles for which you are registered will be displayed. The yellow icon indicates Matches that have pending tasks requiring your attention.

Click the role and institution for the Match you intend to activate.

fatch	▼ Match Status ②	¢	Your Role & Institution Name	¢ City
Main Residency Match		ON	Inst Official National Medical Center-Test Institution	Washing
wship Matches Match				
wship Matches Match	Match Status	Your Rol	le & Institution Name	¢ City
wship Matches Match Aatch Laryngology	Match Status	Your Rol Inst Offi	le & Institution Name icial National Medical Center-Test Institution	City Washington
wship Matches Match Match Laryngology Pathology	Match Status	Your Ro Inst Off	le & Institution Name icial National Medical Center-Test Institution icial National Medical Center-Test Institution	City Washington Washington

4 The Match Participation Agreement Important Notice screen displays.

Scroll to read the **Important Notice**, which highlights important aspects of the Agreement. Click **Next** at the bottom of the screen.



5 The Match Participation Agreement screen displays.

Once you have reviewed the **Match Participation Agreement**, scroll to the bottom of the page.

Enter your **Password**. Click **I Accept** at the bottom of the screen. Accepting the Match Participation Agreement indicates you have read the Agreement and have had the opportunity to ask questions if needed.

Any party who desires to contest a violation decision by an NRMP Review Panel, as outlined in the *Disposition of Match Violation Investigation* ("Disposition"), must notify the NRMP in writing of its in to do so within 10 business days from that party's receipt of the Disposition. Moreover, any party who wishes to challenge a decision of an NRMP Review Panel or bring a separate cause of action, regardless of form, arising out of or related to the Match, this Agreement, or the breach thereof, or any other dispute between the NRMP and any applicant or program participating, or seeking participation, in the Match, must file a written demand for arbitration within 30 calendar days of tree cause of action regardless of statute, law, regulation, or rule to the contrary ("Limitation Period"). The Limitation Period shall commence the day after the day on which the cause of action accrued. Failure to institute an arbitration proceeding within the Limitation Period war and waiver of the institution of any proceedings, whether in arbitration, court, or otherwise, with respect to such cause of action. cause of action that has become time-barred may not be exercised by way of counter claim or relied upon by way of exception.

If notice of a party's intent to seek arbitration is not received in writing by the NRMP within 10 business days from that party's receipt of the Disposition, or if the party does not file a written demand fi arbitration within 30 calendar days of receipt of the Disposition, that party is deemed to have waived and is barred from later filing a demand for arbitration or seeking other relief. The obligation to fil written demand for arbitration does not apply to any party that is a state entity and that state's laws mandate that such entity not be compelled to participate in an arbitration proceeding.

19.0 GENERAL

This Agreement is governed by the laws of the District of Columbia, excluding its choice of laws provisions, and the agreed upon venue for any dispute arising from this Agreement is the District of Columbia.

The headings of the Sections of this Agreement have been inserted for convenience of reference only and shall in no way restrict or otherwise affect the construction of the terms or provisions of this Agreement. Unless indicated otherwise, references in this Agreement to Sections are to Sections of this Agreement.

If any provision of this Agreement is found in any arbitration proceeding or by any court of competent jurisdiction to be invalid, illegal, or unenforceable, that provision shall be modified to the minimu extent necessary to achieve the purpose originally intended, if possible, and the validity, legality, and enforceability of the remaining provisions will not be affected or impaired and are to be enforced the maximum extent permitted by applicable law. If any remedy set forth in this Agreement is determined to have failed of its essential purpose, then all other provisions of this Agreement will remain full force and effect.

Failure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party is not to be construed as a waiver of such a breach or prevent suc party from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respect to the Matching Program and its results. An representations, promises, or conditions not incorporated in this Agreement will not be binding upon any of the parties. No modification of this Agreement shall be effective unless in writing and exercise the total share enforced.



6 The **Institution Status** tab displays. Note the Status is **INITIAL**.

Select your **Institution Status**:

Click **Activate** if the institution and its programs will participate in the Match.

montati	on: National Medical Center-Test Institution - Washington, DC	Match Year:
Ro	ole: Institution Official	Appointment Year:
Usernar	ne: <u>smcelroy</u>	NRMP Institution Code: 1000
Institution Stat	us: INITIAL	ACGME Inst Code:
tution Status		
A You must activate	s unur Institution to readicinate in this Match	
A You must activate Click 'Activate' or	e your Institution to participate in this Match. 'Not Participating' to indicate your Institution Status for this Match. Navigate to	the Home page to view programs in your institution.
A You must activate Click 'Activate' or	e your Institution to participate in this Match. 'Not Participating' to indicate your Institution Status for this Match. Navigate to	the Home page to view programs in your institution.
You must activate Click 'Activate' or	e your Institution to participate in this Match. Not Participating' to indicate your Institution Status for this Match. Navigate to Current Institution Status	the Home page to view programs in your institution.
A You must activate Click 'Activate' or	e your Institution to participate in this Match. "Not Participating" to indicate your Institution Status for this Match. Navigate to Current Institution Status	the Home page to view programs in your institution.
You must activate Click 'Activate' or	e your Institution to participate in this Match. Not Participating' to indicate your Institution Status for this Match. Navigate to Current Institution Status	the Home page to view programs in your institution.
A You must activate Click 'Activate' or	e your Institution to participate in this Match. 'Not Participating' to indicate your Institution Status for this Match. Navigate to Current Institution Status INT Activate	the Home page to view programs in your institution. TAL Not Participating •
A You must activate Click 'Activate' or	e your Institution to participate in this Match. "Not Participating" to indicate your Institution Status for this Match. Navigate to Current Institution Status INT Activate	the Home page to view programs in your institution.
You must activate Click 'Activate' or	e your Institution to participate in this Match. "Not Participating" to indicate your Institution Status for this Match. Navigate to Current Institution Status INIT Activate	the Home page to view programs in your institution. TAL Not Participating

7 A confirmation note will display. Click the **Institution Status** tab to confirm status.

	6	🝷 🔺 Home	🗙 Switch	₽ Options
United States – Registration, Ranking, and Results @(R3 ®)				
Successfully activated institution. Navigate to the Home page to activate programs in your institution	ion.			
Institution Information	_			
Institution: National Medical Center-Test Institution - Washington, DC		Match Year:		
Role: Institution Official	Appo	ointment Year:		
Username: <u>smcelroy</u> Institution Status: ACTIVE	NRMP Ins	Stitution Code: 1	000	
Institution Status				
Current Institution Status ACTIVE				

If the institution and its programs will NOT participate in the Match, click **Not Participating**.

8

Institution: National Medical Center-Test Ins	stitution - Washington_DC Match Year:
Role: Institution Official	Appointment Year:
Username: smcelroy	NRMP Institution Code: 1000
Institution Status: INITIAL	ACGME Inst Code:
itution Status	
A You must activate your Institution to participate in this Mat Click 'Activate' or 'Not Participating' to indicate your Institu	tch. tion Status for this Match. Navigate to the Home page to view programs in your institution. Current Institution Status
A You must activate your Institution to participate in this Mat Click 'Activate' or 'Not Participating' to indicate your Institu	tch. tion Status for this Match. Navigate to the Home page to view programs in your institution. Current Institution Status INITIAL Activate Not Participating >
You must activate your Institution to participate in this Mat Click 'Activate' or 'Not Participating' to indicate your Institu	tch. dion Status for this Match. Navigate to the Home page to view programs in your institution. Current Institution Status INITIAL Activate Net Participating >
You must activate your Institution to participate in this Mat Click 'Activate' or 'Not Participating' to indicate your Institu	tch. dion Status for this Match. Navigate to the Home page to view programs in your institution. Current Institution Status INITIAL Activate Not Participating

9 If **Not Participating**, a confirmation pop-up will display.

• Click **Yes** if you DO NOT intend to participate in the Match.

• If you DO intend to participate in the Match, click **No** to cancel and return to the **Institution Status** tab.

formation		
Institution: National Medical Center-Test Institution - N	<u>Nashington, DC</u> Mate	ch Year:
Role: Institution Official	Appointme	nt Year:
Username: smcelroy	NRMP Institution	n Code: 1000
Institution Status: INITIAL	ACGME Ins	st Code:
	Please Contim	^
You must activate your Institution to participate in this Match. Click 'Activate' or 'Not Participating' to indicate your Institution Stat	Are you sure you don't want this institution to participate in this match?	our institution.
Cur	Yes No	

10 If you chose to not participate in the Match, a confirmation note will display.

	LATCH ESIDENT MATCHING PROGRA	е М*				
Successfully o	changed the institution's	status to Not Participating]			
lndicates m	atch has pending tasks re	quiring your attention. Place y	our mouse over any y	ellow icon for more i	nfo.	
ches & Roles						
You currently Click on your	have the capability to act Role & Institution or Scho	in 3 role/match combinations a ol Name link for the Match you	as listed below. 🕜 I would like to manage	9.		
Main Match						

Activating the institution does not activate the individual programs for Match participation. IOs have the option to direct the PD or IA to activate program(s). Continue for Program Activation Steps, if you would like to activate programs.

11 Click **Home** to activate your program(s).

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	G - A Home	X Switch	V y Options
United States – Registration, Ranking, and Results @(R3 @)			
Institution Information			
Institution: <u>National Medical Center-Test Institution - Washington_DC</u> Role: Institution Official Username: <u>smcelroy</u> Institution Status: ACTIVE	Match Year: Appointment Year: NRMP Institution Code: 1000 ACGME Inst Code:		
Institution Status			
Current Institution Status	ACTIVE		
Institutional Administrator			

12 Review the list of **programs** displayed.

Click the **Activate** link for the program(s) you wish to activate.

	www.			() -	🖀 Home	X Switch	Ų Options →	🔒 Susan McEin	oy -
h Home Page									
Institution: <u>National</u> Role: Institutio Username: <u>smcelro</u>	I <u>Medical Center-Test Institutio</u> n Official Y.	<u>1 - Washington, DC</u>		Mat Appointme	ch Year: ent Year:				
You currently have 0 Active Progra	ms in the Match.								
Program Description	NRMP Program Code	Program Status	2	Program Di	rector	¢	Reversions (Current Quota	¢
Pediatric Surgery	1000445F0	Activate	Not Part	Julia Howa	rd (Not Registe	red)	D0 R0	2	
Pediatric Surgery/Research	1000445F1	Activate	Not Part	Julia Howa	rd (Not Registe	red)	D0 R0	1	

13 Once activated, the **Program Status** will display as **ACTIVE**. Please note the program information and **quota** are rolled over from the previous Match in which the program participated and may need to be updated by the PD.

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United States – Registration, Ranking, and Results ®(R3 ®)				
tch Home Page				
Institution: <u>National Medical Center-Test Institu</u> Role: Institution Official Username: <u>smcelroy</u>	<u>tion - Washington, DC</u>	Match Year: Appointment Year:		
You currently have 1 Active Programs in the Match.				
Program Description NRMP Program Code Pediatric Surgery 1000445F0 Pediatric Surgery/Research 1000445F1	Program Status ACTIVE Activate Not Part	Program Director Julia Howard (Not Registere Julia Howard (Not Registere	Reversions td) D0 R0 td) D0 R0	Current Quota Current Quota

14 If the program will not participate in the Match, click the **Not Part** link.

NATIONAL RESIDENT MATCHING PROGRA	M*		(i) → 👫 Home 🗙 S	witch 😲 Options -
United States – Registration, Rankin	ng, and Results ®(R3 ®)			
ch Home Page				
Institution: <u>National N</u> Role: Institution Username: <u>smcelroy</u>	Aedical Center-Test Institution Official	<u>- Washington_DC</u>	Match Year: Appointment Year:	
You currently have 1 Active Program	s in the Match.			
Program Description	NRMP Program Code	Program Status	Program Director	Reversions
Pediatric Surgery	1000445F0	ACTIVE	Julia Howard (Not Registered)	D0 R0
Pediatric Surgery/Research	1000445F1	A Activate Not Part	Julia Howard (Not Registered)	D0 R0

15 A confirmation pop-up will display.

- Click **Confirm** if the program will not participate in the Match.
- Click **Cancel** to stop the request.

Role: Institution Offic	ial <u>Center-Lest Institution - Wasnington, DC</u>	Match Year: Appointment Year:	
Jsername: <u>smcelroy</u>			
ave 1 Active Programs in t	he Match.		
ave 1 Active Programs in t	he Match. ease confirm		,
ave 1 Active Programs in t	he Match. ease confirm Are you sure you don't want this program to partic	ipate in this match?	3

16 Once confirmed, the **Program Status** will display as **Not Part**.

ine raye				
Institution: <u>Nation</u> Role: Institut Username: <u>smcelr</u>	al Medical Center-Test Institution - ion Official <u>QV</u>	<u>Washington, DC</u>	Match Year: Appointment Year:	
fou currently have 1 Active Progr ogram Description	nams in the Match.	Program Status	Program Director	Reversions
ou currently have 1 Active Progr ogram Description ediatric Surgery	NRMP Program Code 1000445F0	Program Status ACTIVE	Program Director Julia Howard (Not Registered)	 Reversions D0 R0

(i) Activating Non-ACGME-Accredited Fellowship Programs: Only the IO can activate non-ACGME accredited programs. You will be asked to attest that you have oversight of the program's participation in the Match as part of the activation process.

17 Click the non-ACGME accredited **Program** you wish to activate.

	MATCHING PROGRAM		(i) -	🔥 Home	🗙 Switch	Vg Option
United States – Registration	, Ranking, and Results ®(R3 ®)					
Match Home Page						
Institution: <u>Na</u> Role: Ins Username: <u>sm</u>	tional Medical Center-Test Instituti titution Official Icelroy	on - Washington_DC	Mat Appointme	tch Year: ent Year:		
You currently have 0 Active P	rograms in the Match.					
Program Description	NRMP Program Code	Program Status	Program Directo	r	¢	Reversions
Laryngology	1000L01F0	Activate Not Part	Deondre Thomas	s (Not Registered	d)	D0 R0

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

Click the **Status** tab.

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United States – Registration, Ranking, and Results &(R3 &) Laryngology	
View Program Details	
Institution: <u>National Medical Center-Test Institution - Washington_DC</u> Role: Institution Official Username: <u>smcelroy</u> Institution Status: ACTIVE Program Name: Laryngology Program Type: Fellowship Program Status: INITIAL	Match Year: Appointment Year: NRMP Institution Code: 1000 ACGME Inst Code: NRMP Program Code: 1000L01F0 ACGME Program Code: L01
Status	~
Quota	×
Change Requests & Approvals	×
Program Director/Coord	~
Program Directory Information	~
Reversions	*

19 Indicate your **Program Status**:

- Click the **Activate** button to activate.
- Click the **Not Participating** button if the program will not be participating.

View Program Defails				
Institution: National Medical Center-Test Institution - Washington, DC	Match Year:			
Role: Institution Official	Appointment Year:			
Username: smcelroy	NRMP Institution Code: 1000			
Institution Status: ACTIVE	ACGME Inst Code:			
Program Name: Laryngology	NRMP Program Code: 1000L01F0			
Program Type: Fellowship	ACGME Program Code: L01			
Program Status: INITIAL				
Status				
Current Program Status INITIAL				
Activate > Not Participating >				
Ouota				
Change Degueste & Approvale				

If the program is being activated, the **Program Attestation Questionnaire** pop-up displays.

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Select **Yes** or **No** to each of the questions. Click **Submit**.

21 A confirmation note displays.

	🔞 👻 👫 Home 💢 Switch 🤩 Optic
United States – Registration, Ranking, and Results ®(R3 ®) – Laryngology	
✓ Program has been successfully activated.	
View Program Details	
Institution: National Medical Center-Test Institution - Washington, DC	Match Year:
Role: Institution Official	Appointment Year:
Username: smcelroy	NRMP Institution Code: 1000
Institution Status: ACTIVE	ACGME Inst Code:
Program Name: Laryngology	NRMP Program Code: 1000L01F0
Program Type: Fellowship	ACGME Program Code: L01
Program Status: ACTIVE	
Status	

