

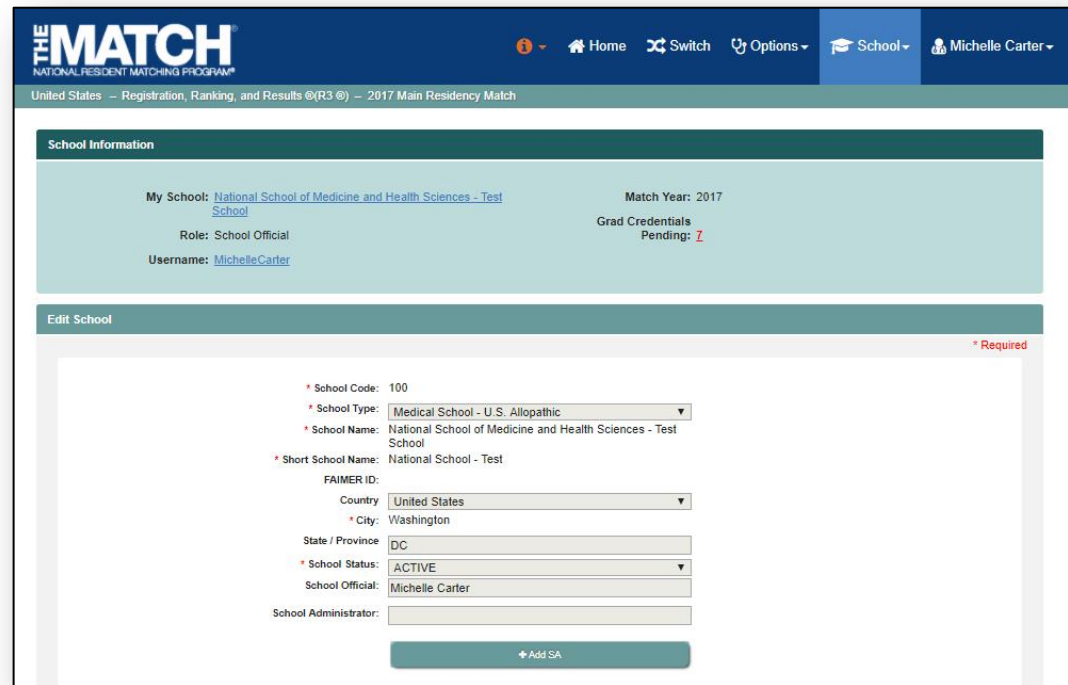
## Adding & Maintaining School Administrators

Main Residency Match



Users:

- School Officials (SOs)



The screenshot shows the 'Edit School' page on the THE MATCH website. The page header includes the logo and navigation links. The main content area is divided into two sections: 'School Information' and 'Edit School'.

**School Information:**

- My School: [National School of Medicine and Health Sciences - Test School](#)
- Match Year: 2017
- Role: School Official
- Grad Credentials Pending: 7
- Username: [MichelleCarter](#)

**Edit School:**

\* Required

\* School Code: 100

\* School Type:

\* School Name: National School of Medicine and Health Sciences - Test School

\* Short School Name: National School - Test

FAIMER ID:

Country:

\* City:

State / Province:

\* School Status:

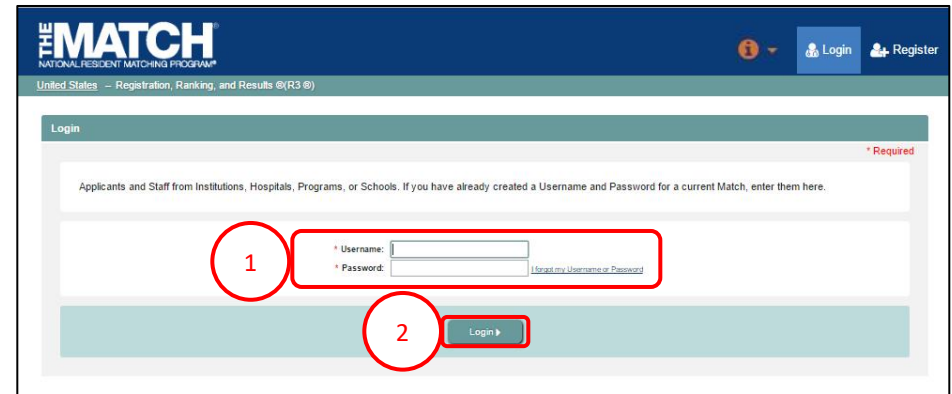
School Official:

School Administrator:

**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.**

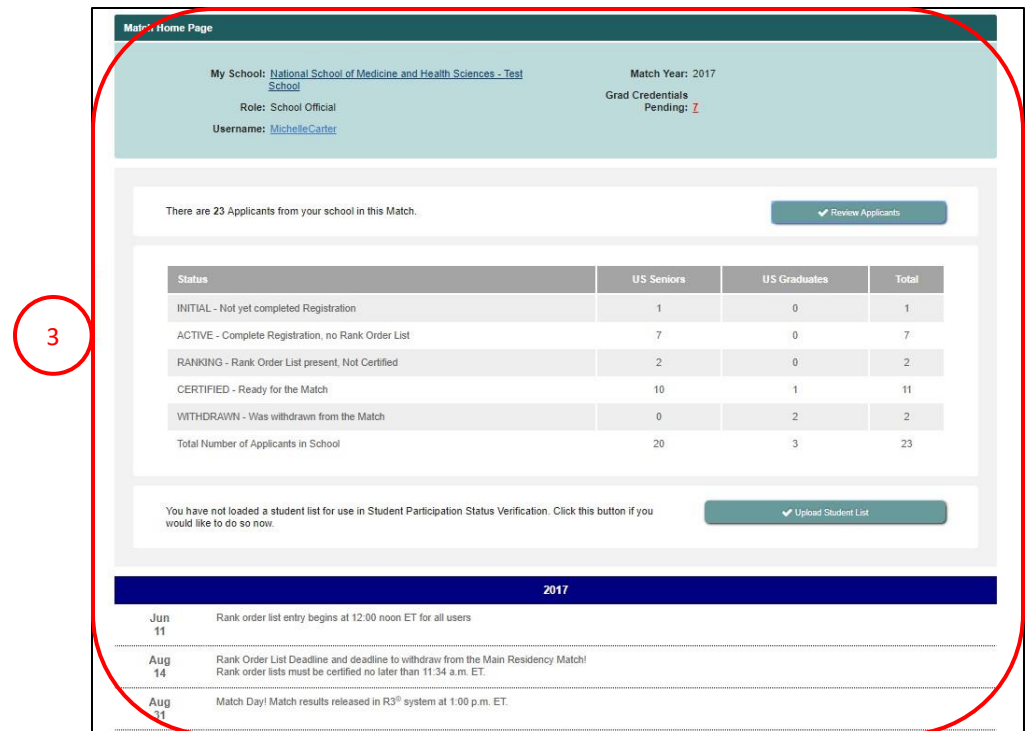
**Login:**

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.

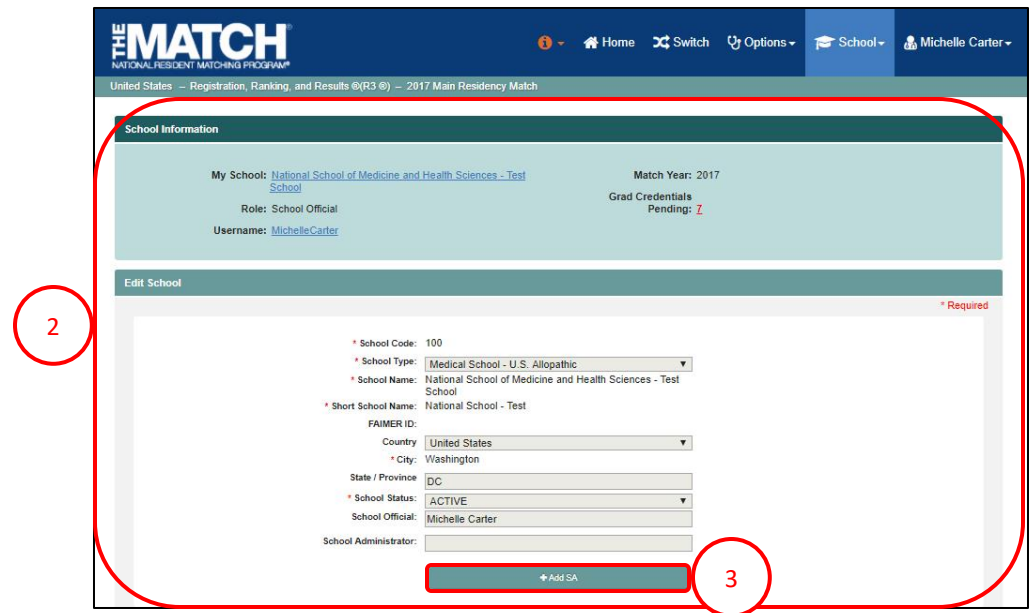


## Adding/Maintaining School Administrators:

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.

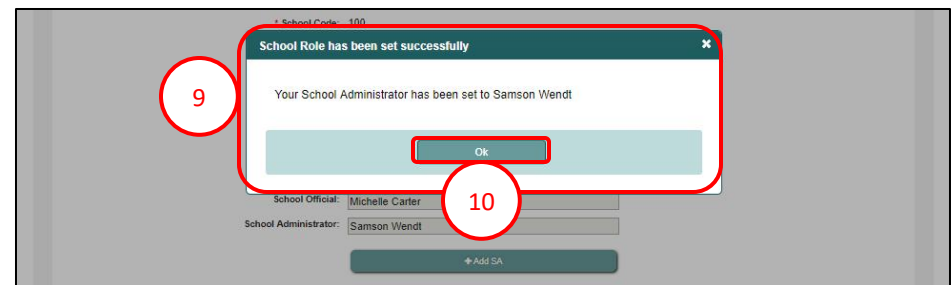
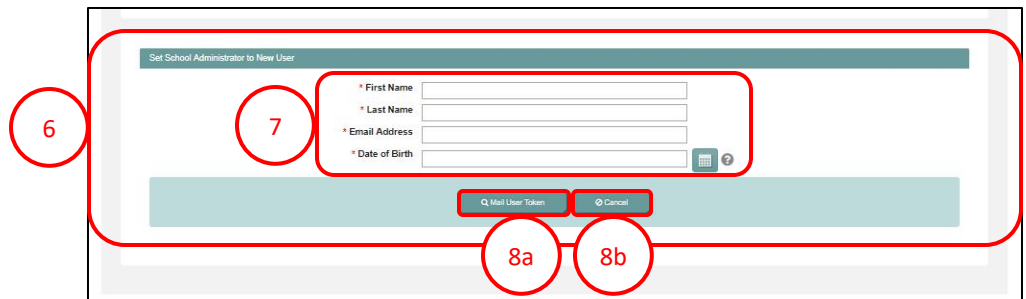
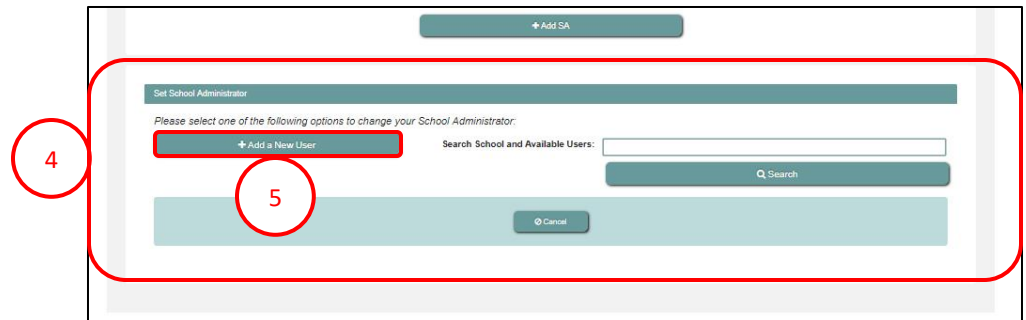
## Adding a New School Administrator:

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**.

The screenshot shows the 'Edit School' form in THE MATCH system. The 'School Administrator' field is currently populated with 'Samson Wendt'. Below the form, there are two buttons: 'Change SA' and 'Remove SA'. The 'Remove SA' button is circled in red, and a red circle with the number '1' is placed next to it.

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

The screenshot shows the 'Edit School' form after the administrator has been removed. A green success message 'Successfully removed school administrator' is displayed at the top, circled in red with a red circle containing the number '2'. Below the form, the 'School Administrator' field is now blank and circled in red with a red circle containing the number '3'.

3. The **School Administrator** field is blank.

## Change School Administrator by Searching Current R3 System Users:

1. Click **Change SA**.

The screenshot shows the 'Edit School' page in the ERAS MATCH system. The page header includes the ERAS MATCH logo and navigation links. The main content area is titled 'Edit School' and contains a form with the following fields: School Code (100), School Type (Medical School - U.S. Allopathic), School Name (National School of Medicine and Health Sciences - Test School), Short School Name (National School - Test), FAIMER ID, Country (United States), City (Washington), State / Province (DC), School Status (ACTIVE), School Official (Michelle Carter), and School Administrator (Kerry Hahn). Below the School Administrator field, there are two buttons: '+ Change SA' and '+ Remove SA'. The '+ Change SA' button is circled in red with the number 1.

2. The **Set School Administrator** section displays.

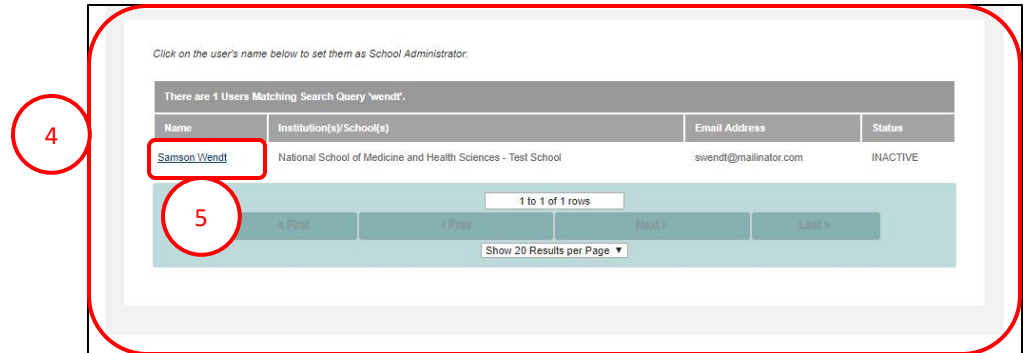
3. Enter the last name of the school administrator to be added and click **Search** to find a user currently associated with your school. Search results:

- Also display inactive users no longer associated with any institution.
- Do not show the names of other institutions' active staff.

The screenshot shows the 'Set School Administrator' section in the ERAS MATCH system. The page header includes the ERAS MATCH logo and navigation links. The main content area is titled 'Set School Administrator' and contains a search form with the following fields: 'Add a New User' button, 'Search School and Available Users:' text input field, and 'Search' button. Below the search form, there is a 'Cancel' button. The search form and the 'Search' button are circled in red with the number 2. The 'Add a New User' button is circled in red with the number 3.

## 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.

