Updating Unfilled Positions

Main Residency Match

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 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.

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.
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.