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 12:00 PM ET, the dynamic *List of Unfilled Programs* is released to all unmatched applicants. If your program(s) still have positions remaining at the conclusion of SOAP or if your unfilled program(s) 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.
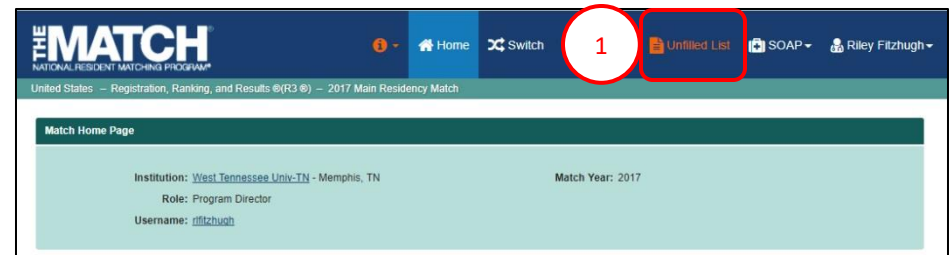
2. Click **Login**.

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.** As positions are filled, 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.
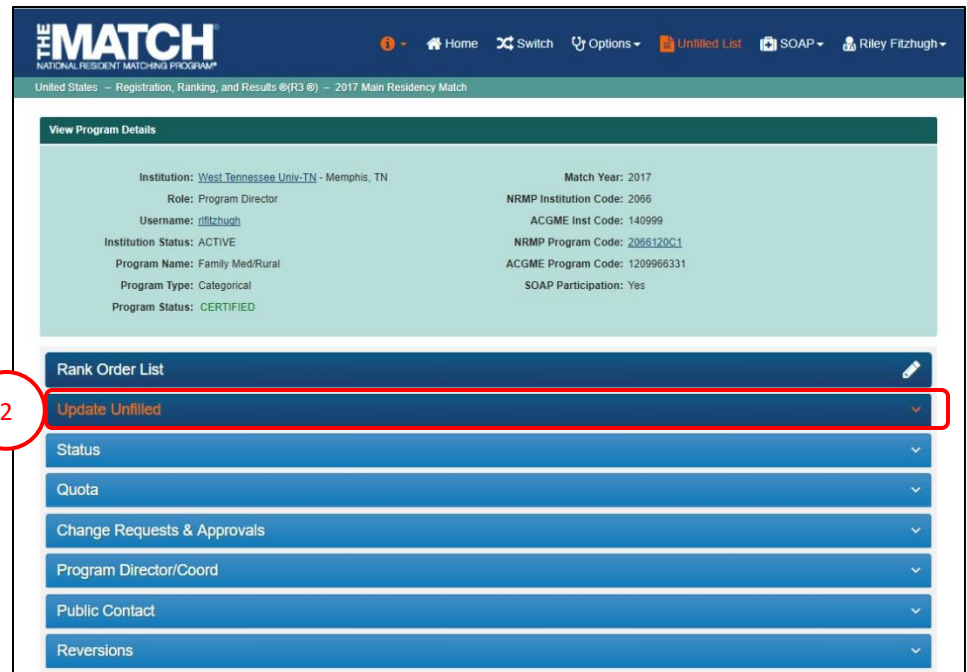
Updating Unfilled Positions, Continued:

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.

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✔ Successfully updated program unfilled.

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