iMatch ℠

UNCF Biomedical Research Scholars Match

User Guide

Applicants

Guide Contents:

This guide contains instructions for creating an account in the iMatch[SM] system, registering for the UNCF Biomedical Research Scholars Match, withdrawing from the Match, ranking internships, certifying a rank list, and viewing Match results. To learn more about each action, click the titles below.

I   Create Your Account:

1. On the day the Match opens, an email will be sent from the iMatch system with an invitation link to register your account in iMatch. Click the **Click here to create an account** link to begin the registration process.

2. The **Create a new account** page displays.

3. Enter the following:
   a. Your email address in the **Email** field will be prefilled from the invitation link and cannot be changed.
   b. A unique password in the **Password** and **Confirm Password** fields. Your password must contain:
      i. at least 14 characters
      ii. at least one number
      iii. at least one special character
      iv. at least one uppercase letter
      v. at least one lowercase letter
   c. Enter your **First** and **Last Name**
   d. Enter your mobile phone number to receive a text message as the two-factor authentication for your account.
   e. Fields with a * are required.

4. Click **CREATE ACCOUNT**.

5. The **Check email to confirm your account** page displays.

6. Access your email to view and copy the code.

7. Enter the code in the **Code** field and click **CONFIRM**.

8. Follow the below steps based on your multi-factor authentication choice:
   a. **Entered a mobile phone number**: the Verify Phone Number page displays. Enter the generated code from the text message on your mobile device in the **6-Digit Code** field and click **CONFIRM**.

   b. **Did not enter a mobile phone number**: a **QR code** to set up multi-factor authentication will display for your use with the mobile authenticator app of your choice (Microsoft Authenticator, Google Authenticator, Duo, etc.). Scan the QR code with your mobile authenticator app to generate a 6-digit one-time passcode. Enter the 6-digit one-time passcode in the **Code** field and click **Confirm**.

II   Register for the Match:

1. The **Match Home** page displays with the following items:
    a. **Match Info** contains the appointment year, match status, and calendar details.
    b. **Tasks** identify the steps applicants complete during the Match. A red X indicates an incomplete task; a green checkmark indicates completion.
    c. **Actions** contain button(s) for performing tasks in the system.

2. Click **Register** to complete registration for the Match.

3. The next page displays. In the **Basic Info** section, your information displays in the appropriate fields, if entered.

4. Scroll through the page and enter the requested information. Required fields are marked with a red asterisk (*). Note the full page is not shown in the screen shot.

5. At the bottom of the page, scroll and read through the **Match Agreement Section**.

6. Click the **Sign** icon.

7. The **Password Entry** pop-up displays. Enter your unique password and click **Sign**.

8. The **Register** button is activated and green in color.

9. Click **Register**.

10. The **Match Home** page displays.

11. Note under **Tasks**, two items are complete as indicated by the green checkmark: Register for Match and Sign Match Agreement.

12. Under **Actions,** additional options display:
    a. **My Match Profile**: displays your profile details and date you signed the Match agreement.
    b. **Internship Directory**: lists available positions for the Match. Refer to the **View Internship Directory** section of this guide for additional information.
    c. **My Rank List**: displays your rank list. Refer to the **Rank Internships and Certify the Rank List** section of this guide for additional information.
    d. **Withdraw**: to withdraw or remove yourself from this Match.

13. Once registration is complete, you will receive a confirmation email.

III   Sign in:

1. Open the iMatch site to access the UNCF Biomedical Research Scholars Match at: http://imatch.org/.

2. Enter the **Email** and **Password** you created for accessing the iMatch system in the appropriate fields.

3. Click **SIGN IN**.

4. Follow the steps below based on your authentication choice:
   a. **Mobile phone number**: enter the generated code from the text message on your mobile device in the **6-Digit Code** field and click **CONFIRM**.
   b. **Authentication App**: Enter the 6-digit one-time passcode from the multi-factor authentication app you used to create your account in the **Code** field and click **Confirm**.

IV   Withdraw from the Match:

1. To withdraw from the Match, click the **Withdraw** button on the **Match Home** page.

2. The **Withdraw Match Registration** pop-up displays. Enter your unique password and click **Sign**.

3. The **Match Home** page displays with a message confirming your withdrawal.

4. The **Tasks** section shows a new incomplete task to reinstate registration.

5. Under **Actions**, only one button is available: **Reinstate**. Click this button if you want to reactivate your registration.

6. Once your withdrawal is complete, you will receive a confirmation email.

About Ranking

To participate in the Match, applicants submit a list of internships, ranked in order of preference, where they wish to be assigned. At the same time, Organizations submit lists of applicants for each internship, ranked in order of preference, whom they wish to have assigned to those positions. It is the final preferences of applicants and organizations, as expressed on their Rank Lists, that determines the Match outcome.

Ranking Tips:
- The matching algorithm attempts to place you in the most preferred option possible, so be sure to rank in order of your true preference and not where you think you will match.

- Rank only those options where you are able and happy to attend. Putting an option on your Rank List creates a commitment if a match occurs.

- When the Rank List is complete, it must be certified to be included when the matching algorithm is processed.

- Changes can be made to a Rank List after it has been certified; however, if a certified rank list is changed in any way, the new version must be re-certified before the Rank List deadline to be used in the Match. The iMatch system does not retain previous versions of a Rank List, regardless of whether it was certified.

- Do not wait until the last minute to enter your rank list. The deadline is firm, and the rank list cannot be changed after the deadline.

The following sections of this guide provide instructions for creating and certifying a Rank List.

V   View Internship Directory:

1. Click **Internship Directory**.

2. The **Internship Directory** page displays.

3. Use the **Filter** fields above each column to sort and search the internships, as needed and based on the data available.

   NOTE: to adjust the size of a column within tables in iMatch, place your mouse in between column headers and an arrow icon ←|→ displays. Drag the arrow to the left or right to adjust column width appropriately.

4. For example, search using the **Organization Name** filter as shown in the screenshot.

5. Choose an internship to view and click the **internship name link** to view details.

6. Click the **More Details** link to view more details.

7. The **Internship Details** page displays. Scroll to review the information.
   a. The **Quota** is the number of positions available in the Match.

8. To view all the available internships in the Organization, click the **Parent Organization** link.
9. The Organization details page displays. Scroll to the **Internships in Organization** section and review the list.

10. Click the **Navigation** breadcrumb to return to the Internship Directory.

VI   Rank internships and Certify the Rank List:

NOTE: The iMatch system will time out if a user does not take any actions for an extended period. Please sign in again if you get any system error or remain idle for more than 60 minutes.

1. From the Match Home page, click **My Rank List**.

2. The **Rank List** page displays. Note the message indicating the list is not certified in dark red.

3. Click the **Unranked Internships** tab.

4. The list of unranked internships displays all the positions available to rank in the Match. Click the column headings to sort the list. Scroll to review the list.

5. Use the **Filter** fields or **drop-down menus** to conduct unique searches.

6. To add internships to your Rank List, click the green plus sign in the **Add** column.

7. The selected internship(s) no longer appear(s) on the **Unranked Internships** tab and the number shown on the **Ranked Internships** tab changes.

8. Conduct additional searches and click the green plus sign next to each internship you want to add to your Rank List.

9. To view your Rank List, select the **Ranked Internships** tab.

10. Rank internships from most preferred to least preferred. To change the order of the positions on the Rank List using the arrows:
    a. Click the **green arrow** to move an internship up.
    b. Click the **red arrow** to move an internship down.

11. When the up arrow is clicked the selected internship moves to the rank above the current spot and is briefly highlighted in blue indicating the change.

12. To change the order of the options on the Rank List using the numbered rank:
    a. Click the number in between the arrows, a pop-up displays.
    b. Enter the new rank in the field.

13. Click **Set Rank**.

14. The internship moves to the chosen rank number and is briefly highlighted in blue indicating the change.

15. To remove a rank, click the red minus sign to the right of each internship location.
    Note: the Rank numbers will change accordingly on the **Ranked** and **Unranked Internships** tabs.

16. Once you have finished adding internships to your Rank List and have ranked the internships in your preferred order, click **Certify**.

17. The **Password Entry** pop-up displays. Enter your unique password and click **Confirm**.

18. The **Rank List** is certified. Note the message indicating the list is certified in green and the date and time of certification.

19. Click the **Home** breadcrumb at the top of the page to return to the **Match Home** page. The breadcrumb is not shown in the screen shot.

20. The **Home Page** displays. Note all tasks display with green checkmarks indicating completion.

21. Once Rank List certification is complete, you will receive a confirmation email.

IMPORTANT: Internship information is subject to change during the ranking period and internships may be withdrawn from the Match. Prior to the Rank List deadline, check your list to ensure all options indicate an ACTIVE status and add additional ranks to your list, as required.

VII   Uncertify and Edit the Rank List:

1. To change your Rank List to add, remove, or reorder positions, click **Uncertify**.

2. The **Password Entry** pop-up displays. Enter your unique password and click **Confirm**.

3. The **Rank List** is uncertified and able to be edited. Follow the steps in this guide to add, remove, and reorder internships on the list before certifying it for use in the Match. The Rank List can be edited as many times as necessary during the ranking period but must be certified by the Rank List deadline.

VIII   View Match Results:

1. To view results, sign in to the iMatch site following the sign in steps in the guide. The results will display upon login.

Matched:
2. If you matched, the **Congratulations** message displays in a light blue banner and includes information about the internship to which you matched.

Unmatched:
3. If you did not match, the **Sorry** message displays in a yellow banner.

4. Click **Unfilled List**.

5. The **Unfilled Internships** list displays. Review the list to identify positions that did not fill in the Match.