PhORCAS - Tips for Residency Program Directors (RPD)

Can I change my programs deadline date?

- The RPD has full control over their programs deadline dates in WebAdMIT. You have the ability to update the deadline date at any time within WebAdMIT for PhORCAS. You can edit/close your site by selecting the Programs link under the Management tab in WebAdMIT.
- You should only close your portal before your actual posted deadline date if you did an early commitment for a PGY2 position, or you did not submit a deadline to the National Matching Service on the agreement form. If we were not able to confirm your application deadline than we defaulted to the day before the Match Rank Order Lists were due.

What do the different PhORCAS Statuses in WebAdMIT mean?

- In WebAdMIT, PhORCAS applicants will fall into one of the following four statuses. As they progress through the application process their status will update in WebAdMIT.
    - **In Progress:** The applicant has selected your program and have authorized PhORCAS to release their name and contact information. In Progress applicants have NOT yet submitted to your program.
        - **Please note:** The number of In Progress applicants on your dashboard and the number of in progress applicant's information you can view may differ. If the applicant selects your program but does **not** authorize PhORCAS to release their information they will simply be a number in your in progress totals and you will not see their name or contact information.
    - **Received:** The applicant has paid and submitted to your program, however one of the following has not been received- either a pharmacy transcript, or one or more of the reference writer's reviews.
    - **Complete**: The applicant has submitted to your program and all PhORCAS required documents have been received including Pharmacy transcripts and 3 references.
    - **On Hold**: An applicant will be on hold for one of the following reasons:
        - Applicant created duplicate accounts in the PhORCAS system
        - Applicant charged back their credit card and PhORCAS is awaiting a new payment
- Keep in mind all submitted applicants in your WebAdMIT portal are SERIOUS CANDIDATES they have paid and submitted to your program. Received applicants may not be complete due to delays that are sometimes out of the applicant's control, such as registrar offices for transcripts, processing of transcripts by PhORCAS, or late reference writers.

How can I add WebAdMIT users from a previous cycle to the current cycle?

- As the RPD you have the "institution manager" role on your account; you are able to add programs and cycles to other users' accounts. When you go into "Admissions Users," located under the Management panel in the left-hand column, you will click on the edit pencil icon for any of your admissions users. Once in the account edit page, you will see a new section called "Organization Assignments." You will need to click on the green plus sign next to the organization you want to add, and then within each organization you can choose which programs the user has access to as well as place them in a work group. Our video on the work group feature is here: https://www.youtube.com/watch?v=emhAR8rMUio.

How do I view Phase II applicants only in WebAdMIT?

- If your program participated in both Phase I and Phase II, your Phase II applicants will show under a new designation in WebAdMIT.
- You can filter your Phase II applicants by selecting the "Phase 2" program option under the Designation dropdown in the Search section of WebAdMIT.

How do I change my requirements for applications?

- There is nothing to update directly in PhORCAS regarding supplemental information. All information you require beyond the standard PhORCAS data should be listed in your ASHP online residency directory under Special Requirements for Acceptance. In that space list as supplemental data required and describe what you require (e.g. essay question, example of written project).
  - Remember to keep your ASHP online residency directory page up to date before recruitment season.
  - The "**Participating Programs" link in PhORCAS is linked to the ASHP directory**. Applicants are directed to review your "Special Requirement for Acceptance" to look for supplemental data required beyond standard data required in PhORCAS.
- If you hear applicants are having trouble with the supplemental data, here are some tips for applicants:
  - The applicant must consolidate the information into one PDF to upload in PhORCAS per each program.
  - PhORCAS does NOT accept Dynamic PDF or Adobe PDF Portfolio.
  - Applicants may need to reduce the file size of a PDF document to allow it to be uploaded. There is a maximum size limit of 5MB.
  - Applicants should make sure the PDF file is being saved under Adobe Acrobat, and not Adobe reader.

If you have any questions, please call the WebAdMIT customer support staff at (857) 304-2020 or email WebAdMITSupport@liaison-intl.com

Thank you,

ASHP and PhORCAS Staff