Appendix - NCAA ID

What is the NCAA ID?

o   Divisions I and II student-athletes are assigned an NCAA ID by the NCAA Eligibility Center.

o   NCAA ID enables applications to more easily transfer data for a particular student-athlete, or group of student-athletes, based on the unique identifier for each student-athlete.

o   The NCAA ID field is found on the Detail screen in the Student-Athletes and Recruiting sections.

o   A user can enter the NCAA ID number manually, or use the lookup tool found on the Detail screen next to the NCAA ID field.

NCAA ID Lookup Tool

This section includes directions on how to lookup or create an NCAA ID for student-athletes and prospective student-athletes. The NCAA ID lookup feature allows the user to find the assigned NCAA ID of a prospective or enrolled student-athlete that has registered with the Eligibility Center. The feature also allows the user to create an NCAA ID for a prospective or enrolled student-athlete that has not registered with the Eligibility Center. Users in all divisions, including Division III, can create an NCAA ID for their student-athletes using this tool.

How to Look Up an NCAA ID for a Student-Athlete

1. Click the "Search" link next to the "NCAA ID" field on the Detail Screen.

2. Enter appropriate criteria on the NCAA ID Lookup page to find the student-athlete.

3. Click **"Select"** button for the appropriate student-athlete.

4. The student-athlete's NCAA ID number will populate the "NCAA ID" field on the student-athlete's Detail screen.

How to Look Up an NCAA ID Number for a Prospective Student-Athlete

1. Click the "Search for ID" link next to the "NCAA ID" field on the Recruiting Detail screen.

2. Enter appropriate criteria on the NCAA ID Lookup page to find the prospective student-athlete.

3. Click the **"Select"** button for the appropriate prospective student-athlete.

4. The prospective student-athlete's NCAA ID number will populate the "NCAA ID" field on the Recruiting Detail screen.

How to Create an NCAA ID Number for a Prospect or Student-Athlete

Users should attempt to look-up the student-athlete or prospective student-athlete's NCAA ID prior to creating an NCAA ID for the student. Note that all Divisions I and II student-athletes and prospective student-athletes should be registered with the Eligibility Center and, as a result, will already have an NCAA ID. Users do not need to create an NCAA ID for these student-athletes. Division III student-athletes and prospective student-athletes are not required by NCAA legislation to register with the Eligibility Center, but may have registered at some point in time and may have an NCAA ID assigned. If the student-athlete or prospective student-athlete cannot be found using the NCAA ID Lookup feature, the user may create an NCAA ID.

1. Search for the student-athlete or prospective student-athlete via the "Search" or "Search for ID" links.

2. If a student-athlete or prospective student-athlete cannot be found, then the user may create an NCAA ID. Click the **"Create NCAA ID"** button.

3. To create the NCAA ID, enter all of the information into the appropriate fields on the NCAA ID Addition screen and click the **"Create"** button.

4. The system will provide the user the opportunity to select the student-athlete or prospective student-athlete created.

5. Click the **"Select"** button for the appropriate student-athlete or prospective student-athlete.

6. The NCAA ID number will populate the "NCAA ID" field on the Student-Athletes Detail screen or the Recruiting Detail screen depending on where the user started the search.