

Appendix - NCAA ID

What is the NCAA ID?

- Divisions I and II student-athletes are assigned an NCAA ID by the NCAA Eligibility Center.
- 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.
- The NCAA ID field is found on the Detail screen in the Student-Athletes and Recruiting sections.
- 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.

The screenshot shows a web application interface for the NCAA ID Lookup tool. At the top, there is a navigation bar with tabs: List, Detail, Guardian, Sports, Financial Aid, Initial, Transfer, General, Deq. Progress, Waivers, and Forms. Below the navigation bar, there are two buttons: "New Student" and "Delete Student". The main form area contains the following fields:

- Student ID: 59874125
- SSN: [Empty]
- NCAA ID: [Empty]
- Search: [Link]
- Save: [Button]
- Name: Brian B. Brown (First Name: Brian, Middle Name: B., Last Name: Brown)
- Address 1: 5206 College Place, Apt. #3
- Address 2: [Empty]
- City: Collegetown
- State: Pennsylvania
- Postal Code: 00000
- Phone: 123/456-7891
- Email Address: bbbrown@email.com

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

NCAA ID Lookup

Student Information

First Name: Last Name: Graduation Year:

City: State: Country:

High School Information

High School Name: High School City: High School State:

Use IRL: IRL Sport:

Use NLI: NLI Sport:

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

	Name	City	State	Country	Graduation Year
<input type="button" value="Select"/>	COREY BROWN	LANSDOWNE	PENNSYLVANIA	USA	2010
<input type="button" value="Select"/>	ELIZABETH BROWN	PHOENIXVILLE	PENNSYLVANIA	USA	2010
<input type="button" value="Select"/>	JIMYSE BROWN	RANKIN	PENNSYLVANIA	USA	2010
<input type="button" value="Select"/>	XAVIER BROWN	PHILADELPHIA	PENNSYLVANIA	USA	2010
<input type="button" value="Select"/>	BENJAMIN BROWNLEE	WASHINGTON	PENNSYLVANIA	USA	2010

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.

List **Detail** Years Guardian Sports School Corr. Phone Log Contacts / Evaluations Official Visit Unofficial Visits NLI/Offer

New PSA Delete PSA

Profile

Name: First Middle Last

SSN

School Student ID (Required only to make S-A)

NCAA ID

Gender Birth Date

Ethnicity

Recruited Status International Student

Class Class Rank

Recruit Type State PSA is From

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

NCAA ID Lookup

Student Information

First Name: Last Name: Graduation Year:

City: State: Country:

High School Information

High School Name: High School City: High School State:

Use IRL: IRL Sport:

Use NLI: NLI Sport:

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

	Name	City	State	Country	Graduation Year
<input type="button" value="Select"/>	COREY BROWN	LANSDOWNE	PENNSYLVANIA	USA	2010
<input type="button" value="Select"/>	ELIZABETH BROWN	PHOENIXVILLE	PENNSYLVANIA	USA	2010
<input type="button" value="Select"/>	JIMYSE BROWN	RANKIN	PENNSYLVANIA	USA	2010
<input type="button" value="Select"/>	XAVIER BROWN	PHILADELPHIA	PENNSYLVANIA	USA	2010
<input type="button" value="Select"/>	BENJAMIN BROWNLEE	WASHINGTON	PENNSYLVANIA	USA	2010
<input type="button" value="Back"/>	<input type="button" value="Create NCAA ID"/>				

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.

NCAA ID Lookup

Student Information

First Name: Last Name: Graduation Year:

City: State: Country:

High School Information

High School Name: High School City: High School State:

Use IRL: IRL Sport:

Use NLI: NLI Sport:

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.

NCAA ID Addition Screen

Student Information

First Name: Last Name: Graduation Year:

City: State: Country:

High School Information

High School Name: High School City: High School State:

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

— [Currently Added Student Athletes](#)

	Name	City	State	Country	Graduation Year
<input type="button" value="Select"/>	Waleed Brown			US	10

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.