

Frequently Asked Questions Regarding the NCAA Compliance Forms Database

General

Question 1: Are institutions required to use the NCAA Compliance Forms Database?

Answer 1: No. Institutions are not required to use the NCAA Compliance Forms Database.

Question 2: If our institution would like to administer the hard copy compliance forms for the 2011-12 academic year, but begin importing student-athlete data into the NCAA Compliance Forms Database for the 2012-13 academic year, will the imported student-athlete data be saved for the following academic year?

Answer 2: Yes. If you choose to import student-athlete data during the 2011-12 academic year in preparation for the 2012-13 academic year, the imported student-athlete data will be saved in the database.

Question 3: May our institution use the NCAA Compliance Forms Database to distribute the compliance forms to some, but not all, student-athletes?

Answer 3: Yes. Your institution may use the NCAA Compliance Forms Database to distribute the compliance forms to select student-athletes and/or sports teams.

Database Access

Question 1: How do I access the NCAA Compliance Forms Database?

Answer 1: To access the NCAA Compliance Forms Database, login to the membership side of www.ncaa.org. The NCAA Compliance Forms Database will appear in the **My Application Links** area and the **Compliance Forms**, is a business application.

Question 2: If I do not see **Compliance Forms** under **My Application Links**, what should I do?

Answer 2: Please see your institution's Single-Source Sign-On Administrator and he or she will be able to provide you access to the Compliance Forms application. If you are your institution's Single-Source Sign-On Administrator and do not see **Compliance Forms** under **My Application Links**, you must add the Compliance Forms application under the **Access To** area on your user screen. Please note that designated users of the Compliance Forms application must have their **Privilege**-area access set to **Full** and the Application Administrator box must be checked.

Question 3: After I login to the NCAA Compliance Forms Database, I am asked to login again. Why?

Answer 3: You do not have the proper privileges. Please see your institution's Single-Source Sign-On Administrator to update your user account privileges. The **Account Administrator** box must be checked and, in the **Privilege** area, the setting must be changed from **Group Default/None** to **Full**. Once these steps are completed, you will be able to login to the membership side of www.ncaa.org, select **Compliance Forms** under **My Application Links** and login to the database.

Institutions in Transition

Question 1: Our institution is transitioning from one division to another. This academic year, our student-athletes must complete the compliance forms for the division to which our institution is transitioning. Our institution's current division is the default division setting in the NCAA Compliance Forms Database. Is there a way in which to automatically change the division setting for all student-athlete records? Is it necessary to change the division setting for each individual student-athlete record?

Answer 1: It is not possible to automatically change the division setting for all student-athlete records. The NCAA Compliance Forms Database recognizes each institution's division as it appears on the NCAA sport sponsorship form. If your institution is transitioning to another division, and your student-athletes are competing in the new division for the 2011-12 academic year, your institution must manually change the division for each individual student-athlete record.

Student-Athlete Information

Question 1: Should our institution email the compliance forms to student-athletes before they arrive on campus for the 2011-12 academic year?

Answer 1: Your institution is welcome to email the compliance forms to student-athletes before or after they arrive on campus for the 2011-12 academic year. Please note that if your institution chooses to import student-athlete data from the Institutional Request List (IRL)/NCAA Eligibility Center or the National Letter of Intent (NLI) database, the imported email address will be the email address that the student-athlete provided to the NCAA Eligibility Center or the National Letter of Intent program.

Question 2: If the system asks for a student-athlete's "graduation year", is the system referring to the year in which the student-athlete graduated from high school?

Answer 2: Yes. If the system requests a student-athlete's "graduation year", your institution should enter the year in which the student-athlete graduated from high school.

Question 3: Is it necessary to place a multisport student-athlete on more than one squad list?

Answer 3: For monitoring purposes, a multisport student-athlete should be placed on all applicable squad lists. Your institution may email the compliance forms to a multisport student-athlete on more than one occasion, but the multisport student-athlete will only receive one email. The database will not send multiple emails to same email address.

Question 4: Does a multisport student-athlete need to complete the compliance forms for each sport in which he or she is a participant?

Answer 4: No. It is not necessary for a multisport student-athlete to complete the compliance forms for each sport in which he or she is a participant. The student-athlete's completion of the forms will be recognized regardless

Question 5: The instructional manual refers to a "minor consent form". Is the "minor consent form" the Drug-Testing Consent form?

Answer 5: Yes. Student-athletes who are minors must print the Drug-Testing Consent form in PDF format, have the form signed by his or her parent or legal guardian and return the form to the appropriate compliance administrator on campus.

Question 6: Will student-athletes who are minors be notified that they need to print the Drug-Testing Consent form and obtain the signature of their parent or legal guardian?

Answer 6: Yes. Student-athletes who are minors will receive a message, upon completion of the forms, reminding them to print the Drug-Testing Consent form, obtain the signature of their parent or legal guardian and return the form to the appropriate compliance administrator on campus.

Question 7: How does the database identify student-athletes who are minors?

Answer 7: Student-athletes who *have not* yet submitted their forms will be recognized as minors based on their birth date and the current date. Student-athletes who *have* submitted their forms will be recognized as minors based on their birth date and the final form submission date.

Question 8: What should the student-athlete do if he/she cannot get logged in?

Answer 8: The student-athlete should click on the “Reset Password” link. The student-athlete must enter his/her email address. This email address should be same email address that the student-athlete used to login when the student-athlete got the password expired error message. The student-athlete should click on the “Reset Password” button. This will email a new password to student. Student-athlete then should check his/her email to find out the new password.

The student-athlete must use this new password to login. This new password will also expire in four hours therefore the student-athlete should make sure to login in four hours. If the student-athlete tries to login after four hours, the student-athlete will again get an error message that the password has expired and the student-athlete will have to reset the password a second time.

The student-athlete will have the option to change the password to something more memorable.

The student-athlete will enter his/her desired password and click the “Change Password” button. Now, the student-athlete will be logged in. The new password will expire in 45 days.

Division-Specific Questions

Question 1: Our institution is a Division III institution and very few of our student-athletes registered with the NCAA Eligibility Center. Consequently, very few of our student-athletes have an NCAA ID. Is there a way to automatically create an NCAA ID for all of our imported student-athletes? Is it necessary to create an NCAA ID for each student-athlete individually?

Answer 1: There is a “Create an NCAA ID” function in the database. Unfortunately, there is no way to automatically create an NCAA ID for all imported student-athletes. Institutions must create an NCAA ID for each student-athlete individually. Please refer to the institutional manual for more information.