Member Institution Portal
Overview

- Introduction.
- Member Institution Home Page.
- Institutional Request List (IRL).
- Reports.
- View/Update Contact.
- Upload Documents.
- Resources.
- National Letter of Intent (NLI).
- Key Points to Remember.
- Thank You.
Introduction
Introduction

The NCAA Eligibility Center has launched a web portal for member institutions.

This portal will provide member institutions better IRL management and enhanced searching and reporting capabilities.

The Member Institution Portal is accessed through the Legislative Services Database for the internet (LSDBi).
Member institutions log onto LSDBi as usual, with their username and password.

Member institutions will then need to click the Eligibility Center tab at the top of the LSDBi home page.
Using LSDBi, users may view:
- Legislative Proposals
- NCAA legislation
- Interpretations
- Educational Columns

NCAA member institutions may submit and track information relating to the Division I Academic Performance Program and Division II Academic Program Census. Institutions and conferences may submit legislative proposals, comments, overrides, sponsor modifications, etc.

Coming soon: NCAA member institutions may submit and track on all waiver and student-athlete reinstatement cases.
Member Institution Home Page
By clicking on the Eligibility Center tab, a second window will open to the member institution home page.

Across the top of the home page are tabs (IRL, Reports, Resources and NLI) specific to the NCAA Eligibility Center and the initial-eligibility process.

Important NCAA Eligibility Center announcements and updates will be available on this page.
Welcome to EC Member Institution Portal!

Please Click here to subscribe to the Eligibility Center Newsletter

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**Mar 06, 2013**  Cleaning Out Internet Browsers

*Did You Know?* Because many NCAA websites are updated regularly, we advise users to “clean out” their internet browsers to ensure that the latest application version is being retrieved from our hosts. This involves deleting temporary internet files, cookies, etc. Please contact your Information Technology/Services department for instructions and protocols specific to your institution. Failure to properly maintain your internet browser on a regular basis may prevent you from viewing and/or using newer functions of the NCAA websites and applications.

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**Mar 01, 2013**  March 2013 Member Institution Newsletter Available

The March 2013 Member Institution Newsletter is now available.

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**Feb 26, 2013**  Letter to the Membership

The NCAA Eligibility Center Vice President, Todd Leyden, recently sent out a letter to the membership, which included the results of the 2012 NCAA Eligibility Center’s annual membership survey. Please click here to review the results, or you can view them by navigating to the NCAA Eligibility Center’s Member Institution Portal Resources page and then to the Eligibility Center News section.

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**Feb 19, 2013**  2point3.org

The NCAA Eligibility Center recently launched a website specifically dedicated to educating students and parents about the new NCAA Division I eligibility standards for 2016 and beyond. Visit www.2point3.org. Please help the NCAA Eligibility Center by directing students to this website.

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**Dec 07, 2012**  Division I Early Academic Qualifier Status Update

Earlier this year, the NCAA Division I Academic Cabinet approved an amendment to the effective date of early academic certification exception requirements set forth in NCAA Division I Proposal No. 2011-94 to August 1, 2013, for student-athletes initially enrolling full time in a collegiate institution on or after August 1, 2013. Under this exception, a student-athlete shall be certified as a qualifier, provided he or she has achieved the following academic criteria:

1. A minimum combined score on the SAT of 900 or a minimum sum score on the ACT of 27; and
2. A core-course grade-point-average of 3.000 or higher in a minimum of 14 core courses on completion of six semesters. The 14 core courses shall include three units in English, two in mathematics, two in natural or physical science (including one laboratory course, if offered), two additional courses in English, mathematics, or natural or physical science and five additional core courses.
Using the IRL tab, member institutions have improved IRL management.

Institutions use this tab to activate and deactivate prospective student-athletes.

Institutions can also activate and deactivate sports using this tab.
The Member Institution Portal does not use Social Security Numbers.

In the Member Institution Portal, institutions have the ability to search for prospective student-athletes by:
- NCAA ID;
- First/last name;
- Date of birth;
- City/state/country; and/or
- High school.
To search for a prospective student-athlete:

1. Enter the search criteria;
2. Select the way the data should be organized (e.g., by ascending last name, by descending date of birth);
3. Set the search limit (the maximum number of records the search will return); and
4. Click the “Go Search” button.
Helpful hints:

Enter as much search criteria as possible.
With additional information included in the search, the more comprehensive the search results will be.

Searching by name is an inclusive search, so wildcards such as “%” are not needed.
For example, if an institution conducts a search by the name Jose Short, prospective student-athletes with the names of Jose Short and Jose Shortstop will appear in the search results.
Also, a search for Jose Ort will return results for Jose Short and Jose Shortstop.
Helpful hints:

- When searching by a common name, date of birth or high school, expand the search limit to return desired search results.

A prospective student-athlete MUST be registered to be activated on an IRL. Institutions are no longer able to create an account for a prospective student-athlete.
IRL Activation Search

Eligibility Center Member Institution Portal

IRL Activation Search

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCAA ID</td>
<td></td>
</tr>
<tr>
<td>First Name (begins with)</td>
<td>Jose</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>ALL</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Last Name (begins with)</td>
<td>Short</td>
</tr>
<tr>
<td>State</td>
<td>ALL</td>
</tr>
<tr>
<td>Search Limit</td>
<td>50</td>
</tr>
</tbody>
</table>

Use Student's current High School in search

Go Search  Reset
Once the search is complete, prospective student-athletes matching all search criteria will appear.

To activate a prospective student-athlete:

1. Select the sport(s);
2. Select the appropriate recruiting cycle;
3. Select the check box next to the prospective student-athlete to be activated on the IRL; and
4. Click the “Activate” button.
Helpful hints:

- Member institutions are able to activate a prospective student-athlete to multiple IRLs at one time (e.g., cross country and track and field).
  - To select multiple sport IRLs, hold down the control (Ctrl) key and select the sports to which a prospective student-athlete should be added.

- If no sport is chosen, by default the prospective student-athlete will be added to the first sport on the institution’s list.
IRL Activation

Eligibility Center Member Institution Portal

IRL Activation Search Result
To select multiple sports, you need to hold down the control key (Ctrl) for each selected item after the first one.

Select one or more sports:
- Baseball
- Men's Basketball
- Men's Cross Country
- Football
- Men's Golf
- Men's Lacrosse
- Men's Soccer
- Men's Swimming and Diving

Recruitment Cycle: 1213 PSA's enrolling 12/13 Acad. Yr

Select Student

<table>
<thead>
<tr>
<th>Sol</th>
<th>NCAA ID</th>
<th>Transfer Student?</th>
<th>Last Name</th>
<th>First Name</th>
<th>Gender</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>High School</th>
<th>Date of Birth</th>
<th>Grad Date</th>
<th>NLI Signed</th>
<th>Release Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010277048</td>
<td>No</td>
<td>Shortstop</td>
<td>Jesse</td>
<td>F</td>
<td>Pembroke Pines</td>
<td>FL</td>
<td>US</td>
<td>Universal School</td>
<td>07-Jan-90</td>
<td>01-Jan-12</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student(s) have been activated.

Note: If a student is already activated for a particular sport and recruiting cycle, duplicating this process does not activate the student again.

Please note the NCAA Eligibility Center and the NCAA enforcement staff may share information obtained from the student during the NCAA Eligibility Center’s registration process that constitutes possible violations of NCAA bylaws.
To deactivate a prospective student-athlete, use the IRL tab.

When deactivating a prospective student-athlete, member institutions will have the ability to search by:

- NCAA ID;
- First/last name;
- City/state/country;
- Sport; and/or
- Recruiting cycle.
To search for a prospective student-athlete:

1. Enter the search criteria;
2. Set the search limit (the maximum number of records the search will return); and
3. Click the “Go Search” button.
Helpful hints:

- Enter as much search criteria as possible.
  - With additional information included in the search, the more comprehensive the search results will be.

- Searching by name is an inclusive search, so wildcards such as “%” are not needed.
  - For example, if an institution conducts a search by the name Jose Short, prospective student-athletes with the names of Jose Short and Jose Shortstop will appear in the search results.
  - Also, a search for Jose Ort will return results for Jose Short and Jose Shortstop.

- When searching by recruiting cycle, expand the search limit to return desired search results.
Once the search is complete, prospective student-athletes matching all search criteria will appear.

To deactivate a prospective student-athlete(s):
1. Select the check box next to the prospective student-athlete(s) to be deactivated from the IRL; and
2. Click the “Deactivate” button.
Helpful hints:

- An enhanced feature of the Member Institution Portal allows member institutions to deactivate multiple prospective student-athletes at one time for better IRL management.

- Deactivation of prospective student-athlete(s) is also available from the “Search Results” page.
<table>
<thead>
<tr>
<th>Sel</th>
<th>NCAA ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Market Cycle</th>
<th>Date of Birth</th>
<th>City</th>
<th>State</th>
<th>Grad Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>1010277048</td>
<td>Shortstop</td>
<td>Jose</td>
<td>1213</td>
<td>07-Jan-90</td>
<td>Pembroke Pines</td>
<td>FL</td>
<td>01-Jun-12</td>
</tr>
</tbody>
</table>
Student(s) have been de-activated.

Please note if a student is already de-activated for a sport and recruitment cycle then IRL de-activation does not de-activate student again.
To activate/deactivate a sport for your institution, use the IRL tab.

Your institution’s currently selected sport(s) will appear on the left side of the screen. To deactivate one or more of these sports, click the “De-Activate” link that corresponds with the sport.

The deactivated sports are listed to the right, and can be added by clicking the “Add Sport” link that corresponds with the sport.
## Sport Activation / Deactivation

### Eligibility Center Member Institution Portal

### Sport Activation and Inactivation

<table>
<thead>
<tr>
<th>Sport Code</th>
<th>Sport Description</th>
<th>Gender</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBB</td>
<td>Men's Basketball</td>
<td>M</td>
<td>De-Activate</td>
</tr>
<tr>
<td>MCC</td>
<td>Men's Cross Country</td>
<td>M</td>
<td>De-Activate</td>
</tr>
<tr>
<td>MFB</td>
<td>Football</td>
<td>M</td>
<td>De-Activate</td>
</tr>
<tr>
<td>MGO</td>
<td>Men's Golf</td>
<td>M</td>
<td>De-Activate</td>
</tr>
<tr>
<td>MLA</td>
<td>Men's Lacrosse</td>
<td>M</td>
<td>De-Activate</td>
</tr>
<tr>
<td>MSO</td>
<td>Men's Soccer</td>
<td>M</td>
<td>De-Activate</td>
</tr>
<tr>
<td>MSW</td>
<td>Men's Swimming and Diving</td>
<td>M</td>
<td>De-Activate</td>
</tr>
<tr>
<td>MTE</td>
<td>Men's Tennis</td>
<td>M</td>
<td>De-Activate</td>
</tr>
<tr>
<td>MTK</td>
<td>Men's Track</td>
<td>M</td>
<td>De-Activate</td>
</tr>
<tr>
<td>WBW</td>
<td>Women's Basketball</td>
<td>W</td>
<td>De-Activate</td>
</tr>
<tr>
<td>WCC</td>
<td>Women's Cross Country</td>
<td>W</td>
<td>De-Activate</td>
</tr>
<tr>
<td>WGO</td>
<td>Women's Golf</td>
<td>W</td>
<td>De-Activate</td>
</tr>
<tr>
<td>WSB</td>
<td>Softball</td>
<td>W</td>
<td>De-Activate</td>
</tr>
<tr>
<td>WSO</td>
<td>Women's Soccer</td>
<td>W</td>
<td>De-Activate</td>
</tr>
<tr>
<td>WSW</td>
<td>Women's Swimming and Diving</td>
<td>W</td>
<td>De-Activate</td>
</tr>
<tr>
<td>WTE</td>
<td>Women's Tennis</td>
<td>W</td>
<td>De-Activate</td>
</tr>
<tr>
<td>WTK</td>
<td>Women's Track</td>
<td>W</td>
<td>De-Activate</td>
</tr>
<tr>
<td>WVB</td>
<td>Women's Volleyball</td>
<td>W</td>
<td>De-Activate</td>
</tr>
<tr>
<td>MAR</td>
<td>Men's Archery</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MBO</td>
<td>Men's Bowling</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MCR</td>
<td>Men's Rowing</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MFE</td>
<td>Men's Fencing</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MGY</td>
<td>Men's Gymnastics</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MJH</td>
<td>Men's Ice Hockey</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MRI</td>
<td>Men's Rifle</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MSK</td>
<td>Men's Skiing</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MSL</td>
<td>Men's Sailing</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MSQ</td>
<td>Men's Squash</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MVB</td>
<td>Men's Volleyball</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MWP</td>
<td>Men's Water Polo</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>MWR</td>
<td>Men's Wrestling</td>
<td>M</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WAR</td>
<td>Women's Archery</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WBD</td>
<td>Women's Badminton</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WBW</td>
<td>Women's Bowling</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WCR</td>
<td>Women's Rowing</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WEQ</td>
<td>Women's Equestrian</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WFE</td>
<td>Women's Fencing</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WFH</td>
<td>Field Hockey</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WGY</td>
<td>Women's Gymnastics</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WIH</td>
<td>Women's Ice Hockey</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WIS</td>
<td>Women's Ice Skating</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WLA</td>
<td>Women's Lacrosse</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WRI</td>
<td>Women's Rifle</td>
<td>W</td>
<td>Add Sport</td>
</tr>
<tr>
<td>WRII</td>
<td>Women's Rhythmic</td>
<td>W</td>
<td>Add Sport</td>
</tr>
</tbody>
</table>

### Activated Sports

- Baseball
- Men's Basketball
- Men's Cross Country
- Football
- Men's Golf
- Men's Lacrosse
- Men's Soccer
- Men's Swimming and Diving
- Men's Tennis
- Men's Track
- Women's Basketball
- Women's Cross Country
- Women's Golf
- Softball
- Women's Soccer
- Women's Swimming and Diving
- Women's Volleyball

### Deactivated Sports

- Men's Archery
- Men's Bowling
- Men's Rowing
- Men's Fencing
- Men's Gymnastics
- Men's Ice Hockey
- Men's Rifle
- Men's Skiing
- Men's Sailing
- Men's Squash
- Men's Volleyball
- Men's Water Polo
- Men's Wrestling
- Women's Archery
- Women's Badminton
- Women's Bowling
- Women's Rowing
- Women's Equestrian
- Women's Fencing
- Field Hockey
- Women's Gymnastics
- Women's Ice Hockey
- Women's Ice Skating
- Women's Lacrosse
- Women's Rifle
- Women's Rhythmic
Reports
The biggest advantage to the Member Institution Portal is the ability to create reports based on specific search criteria.

Member institutions are able to provide these reports to coaches and other campus-wide departments.
Reports can be produced for multiple sports at one time.

Reports can be created by:

- Prospective student-athlete;
- Sport(s);
- Missing information (e.g., test score, final transcript); and/or
- Final information (e.g., academic certification status, amateurism certification status).
To run a prospective student-athlete-specific report:

1. Input the prospective student-athlete’s NCAA ID, name and/or city/state/country; and
2. Click the “Go Search” button.

To run a general report:

1. Select the sport(s);
2. Select the recruiting cycle;
3. Set the search limits (the maximum number records the search will return);
4. Choose the search criteria; and
5. Click the “Go Search” button.
Helpful hints:

When only searching by sport(s), expand the search limit to capture all prospective student-athletes on the IRL.

Please note, when a search is performed it will run an “and” search, not an “or” search.

For example, prospective student-athlete has not requested final amateurism certification AND the NCAA Eligibility Center has not received test scores. Any prospective student-athlete(s) matching both of these criteria will appear in the results.
# Reports

## Eligibility Center Member Institution Portal

### Search Student Details

<table>
<thead>
<tr>
<th>NCAA ID:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Last Name:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td>Country:</td>
</tr>
</tbody>
</table>

To select multiple sports, you need to hold down the control key (Ctrl) for each selected item after the first one.

**Sport**

- Baseball
- Men's Basketball
- Men's Cross Country
- Football
- Men's Golf
- Men's Lacrosse
- Men's Soccer
- Men's Swimming and Diving

**Recruitment Cycle**

- 1213 PSA's enrolling 12/13 Acad. Yr

**Search Limit**

- 50

### Search Criteria

<table>
<thead>
<tr>
<th>PSA has requested final amateurism certification?</th>
<th>Yes</th>
<th>No</th>
<th>Don't use in Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC has received all HS transcript?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>EC has received Final HS transcript/Proof of Graduation (POG)?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>EC has received Test Scores?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>PSA is a Final DI Qualifier?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>PSA has Final DI Amateurism Eligibility?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>PSA is a Final DI Illegality?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>PSA has Final DII Amateurism Eligibility?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>PSA has signed an NLI?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>PSA has Fee Issue?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>PSA is a Transfer Student?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>PSA is an Early Academic Qualifier?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
<tr>
<td>PSA is an International Student?</td>
<td>Yes</td>
<td>No</td>
<td>Don't use in Search</td>
</tr>
</tbody>
</table>

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Once the search is complete, prospective student-athletes matching all search criteria will appear.

The list will include:

- NCAA ID;
- First and last name;
- Academic certification status (for both Divisions I and II);
- Amateurism certification status (for both Divisions I and II);
- Test score(s) that has been received;
- High school transcript(s) that has been received;
- NLI signing information;
- Core grade-point average (for both Divisions I and II); and
- Fee issues.
A member institution has the ability to save this report as a pdf document or as an Excel spreadsheet.
Another capability of the Member Institution Portal is a detailed prospective student-athlete report.

Member institutions will access the prospective student-athlete detail report from the “Search Results” page.

To access a prospective student-athlete’s detail report:
1. Select the check box next to the prospective student-athlete for which details are needed; and
2. Click the “Get PSA Details” button.
Prospective Student-Athlete Detail Report

The prospective student-athlete detail report includes a prospective student-athlete’s detailed:

- Demographic information;
- Eligibility information;
- Academic and amateurism information;
- High school data;
- IRL data; and
- NLI data.
Prospective Student-Athlete Detail Report

The prospective student-athlete detail report also includes:

- Eligibility codes (e.g., H02, T11);
- A link to the high school’s List of NCAA Courses;
- A link to the core courses used for a prospective student-athlete’s academic certification;
- Conditions affecting a prospective student-athlete’s amateurism certification; and
- The name of the institution with which a prospective student-athlete has signed a valid NLI, as well as any information on an NLI release.
Helpful hints:

Under the demographic information is the NCAA ID. This is a link to the page listing test scores and core courses that have been used for a preliminary and/or final academic certification.

Under high school information, all high schools a prospective student-athlete has attended will appear. If the high school has a List of NCAA Courses, the name of the high school will be a link to this list.
### Demographic Information

<table>
<thead>
<tr>
<th>NCAA ID</th>
<th>Email</th>
<th>DOB</th>
<th>Registration Date</th>
<th>Self-Reported Graduation Date</th>
<th>Enrollment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010377048</td>
<td><a href="mailto:crogers@ncaa.org">crogers@ncaa.org</a></td>
<td>07-Jan-90</td>
<td>11-Oct-10</td>
<td>01-Jan-12</td>
<td>WINTER/SPRING 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main Street</td>
<td>Pembroke Pines</td>
<td>FL (Florida)</td>
<td>US (United States Of America)</td>
<td>317-555-5555</td>
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</table>

### Academic Information

<table>
<thead>
<tr>
<th>Acad. Certification</th>
<th>Decision Date</th>
<th>Ready to Process</th>
<th>Core GPA</th>
<th>Test Score</th>
<th>Waiver</th>
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</thead>
<tbody>
<tr>
<td>Div I Cert.: Final Non-Qualifier</td>
<td>06-Nov-11</td>
<td></td>
<td>Div I GPA: 4</td>
<td>ACT Sum:</td>
<td></td>
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<tr>
<td>Div II Cert.: Preliminary Partial-Qualifier</td>
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<td>Div II GPA: 4</td>
<td>SAT Comp: 1550</td>
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<table>
<thead>
<tr>
<th>Eligibility Descriptions</th>
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</thead>
<tbody>
<tr>
<td>None</td>
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### Amateurism Information

<table>
<thead>
<tr>
<th>Sports Division</th>
<th>Amateurism Decision</th>
<th>Decision Date</th>
<th>Final Certification Requested</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
View/Update Contacts
View/Update Contacts

To view/update contact information for your institution, use the Resources tab.

Your institution’s Contact List allows you to have up to 10 contacts.

To edit or delete a contact, simply click the “Edit” and/or “Delete” option just below the specific contact.

To add a new contact to an empty contact field, click “Edit” to allow you to type in the new contact.
**View/Update Contact**

<table>
<thead>
<tr>
<th>MI Contact# - 5</th>
<th>MI Contact# - 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name:</strong></td>
<td><strong>First Name:</strong></td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
<td><strong>Last Name:</strong></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td><strong>Title:</strong></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><strong>Email:</strong></td>
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<tr>
<td><strong>Phone:</strong></td>
<td><strong>Phone:</strong></td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td><strong>Fax:</strong></td>
</tr>
</tbody>
</table>

[To edit or add a new contact.]

[To delete a contact.]
Upload Documents
Upload Documents

To upload documents such as a matriculation letter for a prospective student-athlete, use the Resources tab.

You will search for the prospective student-athlete by:

- Name;
- Sport(s);
- Missing information (e.g., matriculation letter);
- and/or
- Final information (e.g., academic certification status, amateurism certification status).
Upload Documents

Once the prospective student-athlete is selected, a single document can be uploaded to that account.

The attachment must be a .pdf file and cannot be larger than 2 MB.

At this time, matriculation letters in .pdf are the first set of documents that can be uploaded, while other documents will be considered for future enhancements.
Document has been successfully uploaded.

<table>
<thead>
<tr>
<th>NCAA ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>00120040137</td>
<td>RILEY</td>
<td>ANDREWS</td>
<td>23-May-92</td>
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<tr>
<td>00649417896</td>
<td>PHILPOT</td>
<td>DAVIS</td>
<td>23-Jan-93</td>
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<td>20109988315</td>
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<td>DAVIS</td>
<td>15-Apr-92</td>
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<tr>
<td>16000050009</td>
<td>HIXSON</td>
<td>WILLIAMS</td>
<td>14-Jan-93</td>
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<tr>
<td>10002300015</td>
<td>RULLAND</td>
<td>REESE</td>
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<td>10001288882</td>
<td>REED</td>
<td>SCOTT</td>
<td>25-Mar-93</td>
</tr>
<tr>
<td>9702056863</td>
<td>SHOOTER</td>
<td>THREE POINT</td>
<td>30-Jun-78</td>
</tr>
</tbody>
</table>

Document Type:  

Only .pdf file types can be uploaded - other file types are not allowed at this time. In addition, the file must be 2MB in size or smaller.
The Resources tab includes important announcements, updates, documents and links such as:

- Search for a high school’s List of NCAA Courses;
- Guide for the College-Bound Student-Athlete;
- FAQ documents;
- High school information;
- How To tutorials; and
- Access to previous Member Institution Newsletters.
NLI
Membership information pertaining to the NLI is located under this tab.

The Member Institution Portal provides restricted access only to authorized institutional personnel with the username and password. Member institutions have access to:

- NLI signing document;
- Administrative guidelines;
- Null and void/invalid form;
- Link to the NLI website; and
- Updates and reminders.
Key Points to Remember
Key Points to Remember

- The Member Institution Portal provides benefits that were not available in the old web environment, such as better IRL management and enhanced searching and reporting capabilities.

- Access to the old website is no longer available. All information will need to be accessed through the Member Institution Portal.
Thank You

The NCAA Eligibility Center hopes this Member Institution Portal provides member institutions with an improved experience by adding more resources and tools.

As always, if questions arise, please contact the customer service staff at 877/544-2950.