

MEMBERSHIP PORTAL QUICK START GUIDE

Once logged in to MyApps, click the **Eligibility Center** tile to navigate to the Membership Portal. The Membership Portal homepage is where important announcements and updates are posted. The exact number of tabs at the top of the page will depend on the access granted by your school, but typically your screen will include tabs for the topics shown below.



IRL

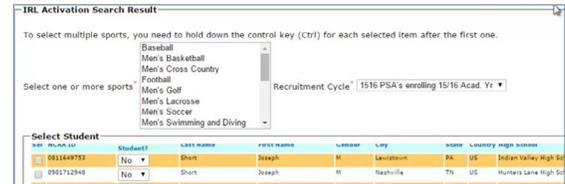


TO ACTIVATE / DEACTIVATE A STUDENT



Click the appropriate option under the **IRL** tab.

Fill in your search criteria and click **Go Search**.



On the next screen, select:

- » Sport (you can select multiple sports).
- » Recruiting cycle.

Check the box next to selected student's NCAA ID.

Click to activate or deactivate.

TO ACTIVATE/DEACTIVATE SPORTS YOUR SCHOOL OFFERS



Click **Update Sports** and follow [these instructions](#).

Sport Code	Sport Description	Gender	De-Activate	Sport Code	Sport Description	Add Sport
MBA	Baseball	M	De-Activate	MAR	Men's Archery	Add Sport
MBB	Men's Basketball	M	De-Activate	MBO	Men's Bowling	Add Sport
MCC	Men's Cross Country	M	De-Activate	MCR	Men's Rowing	Add Sport
MFB	Football	M	De-Activate	MFE	Men's Fencing	Add Sport
MGO	Men's Golf	M	De-Activate	MGY	Men's Gymnastics	Add Sport
MHLA	Men's Lacrosse	M	De-Activate	MHH	Men's Ice Hockey	Add Sport
MSSO	Men's Soccer	M	De-Activate	MRI	Men's Rifle	Add Sport
MSW	Men's Swimming and Diving	M	De-Activate	MSK	Men's Skiing	Add Sport

Your school's current sports are on the left. Sports that can be added are on the right.

REPORTS

TO TRACK STUDENT-ATHLETE ACCOUNT ACTIVITY

Select the **Search Students Details** tab under Reports.

Enter search criteria to identify student-athlete accounts with the desired specific details.

Select the students you want to follow and click **Track Students**. Selected students' NCAA ID will turn green. You can untrack a student using the same method.

To check test scores, transcripts, academic and amateur statuses, click **Get PSA Details**. For more detailed instructions, [click here](#).

TO RUN AN IRL PERFORMANCE REPORT

Select the **Search Students Details** tab. Choose the recruitment cycle and enter search criteria to identify student-athlete accounts with the desired specific details.

REQUEST CERTIFICATION

Fill in the search criteria to request certification.

TO RUN ADDITIONAL REPORTS

Choose the **Additional Reports** tab. You may choose from the following:

- » No Core-Course List Report.
- » Open Tasks Report - Action Required.
- » Open Tasks Report - All.
- » Student Email Report.

RESOURCES

<p>New Website Resources</p> <ul style="list-style-type: none"> COVID-19 Automatic Waiver - 2022-23 Enrollment COVID-19 - Delayed Enrollment in 2020-21 Academic Year COVID-19 Hybrid, Distance and E-Learning Response for 2020-21 EC COVID-19 Response Communique Webinar: Navigating Initial-Eligibility During COVID-19: PowerPoint Webinar: Navigating Initial-Eligibility During COVID-19: Recording Alternative Learning - Temporary Procedures 2020-21 Initial-Eligibility Brochure Two-Year Transfer Best Practices Flyer <p>Academic Certification - Domestic</p> <ul style="list-style-type: none"> Academic Certification Request Program Division I Two-Year Transfer Student-Athlete Document Submission Process and Waiver Early Academic Qualifier Requirements Early Academic Qualifier Transcript Submission Process Education-Impacting Disability (EID) Information Initial-Eligibility Process Flowchart Student Status Reference Guide Academic Records Submission FAQ Divisions I and II Worksheets EC COVID-19: Spring/Summer 2020 <p>Academic Certification - Home School</p> <ul style="list-style-type: none"> Home School Information <p>Academic Certification - International</p> <ul style="list-style-type: none"> Guide to International Academic Standards for Athletics Eligibility Best Practices for International Prospective Student-Athletes 	<p>Initial-Eligibility Waivers</p> <ul style="list-style-type: none"> Initial-Eligibility Waiver Directive Waiver Submission Best Practices Division I Data Tool - Predicted GPA Division II Data Tool - Predicted GPA Policies and Procedures Educational Ladder and Mitigation Timeline Form Advisement Process Plan Instructions Division I Partial Approvals FAQs Automatic Waivers Overview Sliding Scale Conversion Table SAT Concordance Procedures <p>PSA Review</p> <ul style="list-style-type: none"> PSA Review Trigger List PSA Review FAQs SRRC Policies and Procedures <p>Outreach Publications</p> <ul style="list-style-type: none"> Initial-Eligibility Brochure Guide for the College-Bound Student-Athlete Guide to International Academic Standards for Athletics Eligibility Guide for the NCAA Compliance Administrator Division I Academic Quick Reference Sheet Division II Academic Quick Reference Sheet Two-Year Transfer Guide Four-Year Transfer Guide School Presentation Resources International Initial-Eligibility Brochure
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RESOURCES

A variety of instructional and educational materials for member school contacts can be found here, as well as links to the latest educational opportunities offered by the Eligibility Center.

IRL Reports Resources **Contact Us**

Institution Contact List

Institution Contact List

PIN:

[Edit](#)

MI Contact# - 1	MI Contact# - 2
First Name: <input type="text"/>	First Name: <input type="text"/>
Last Name: <input type="text"/>	Last Name: <input type="text"/>
Title: <input type="text"/>	Title: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

VIEW UPDATE CONTACTS

Update your school's contacts.

Each NCAA member school can have up to 10 contacts. The first two contacts automatically receive the Eligibility Center's newsletter.

Home IRL Reports Resources **Contact Us**

Resource Links Search Student to Upload Document

Search Student to Upload [View/Update Contacts](#) [Request Certification](#) [Upload Documents](#)

NCAA ID:

First Name:

City:

Date of Birth:

Last Name:

State:

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 Soccer
- Men's Swimming and Diving
- Men's Tennis
- Men's Track
- Men's Wrestling

Select Sport

- Select All
- Unselect All
- Select All Men's sports
- Select All Women's sports

Recruitment Cycle: 2223 PSA's enrolling 22/23 Acad. Yr

Search Limit: 50

[Go Search](#) [Reset](#)

UPLOAD DOCUMENTS

Fill in the search criteria to upload:

- » Matriculation letters.

Resources to assist with monitoring student-athlete accounts available in the Resources link include:

- » Academic Inconsistency Form.
- » Final Certification Disclaimer Form.

