

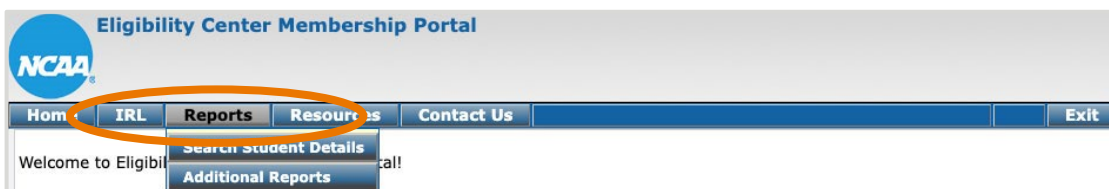


HOW TO TRACK STUDENT-ATHLETES IN THE MEMBERSHIP PORTAL

NCAA member schools can track the account activity of PSAs progressing through the Eligibility Center’s initial eligibility certification process. Each staff member may track their own list of PSAs and receive emails on the tracked PSAs. Notifications are emailed the day after changes occur in the Student Activity Log and may contain status updates for more than one PSA.

Note: In some situations, the Eligibility Center will auto-enroll the members schools first contact on the school’s Eligibility Center contact list in the track PSA program to alert this contact to complex amateurism situations and to notify this contact when a domestic student does not meet competition standards after a final academic certification has been completed.

1. Log in to the [Membership Portal](#) and select Search Student Details from the Reports tab.



2. Search for student-athletes by NCAA ID, date of birth, name, city, state, country, sport, recruitment cycle or other search criteria.

Search Criteria			
PSA has requested final amateurism certification?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
EC has received all HS transcript?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
EC has received Final HS transcript/Proof of Graduation (POG)?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
EC has received Test Scores?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA is a Final DI Qualifier?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA has Final DI Amateurism Eligibility?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA is a Final DII Qualifier?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA has Final DII Amateurism Eligibility?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA has signed an NLI?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA has Fee Issue?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA is a Transfer Student?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA is a DI Early Academic Qualifier?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA is a DII Early Academic Qualifier?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search
PSA is an International Student?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Don't use in Search

- Click the radio button to the left of the PSA's NCAA ID. Once complete, click Track Students. *Note:* If successful, the PSA's NCAA ID will turn green.

Student Details by Sport

Expand All Collapse All Select All UnSelect All Search Criteria Used Export Full Report to Excel Export as PDF

Baseball																		
Sel	NCAA ID	Last Name, First Name	Rec. Cycle	NCAA Enroll Period Account Type	NLI Signed	Transfer Student	Amat Cert	Req. Final Amat Cert	Acad RTP-F	Acad D1	Acad D2	Acad D1 Old Model (Int'l Only)	Acad D2 Old Model (Int'l Only)	All HS Trans Recd	Final Trans /POG Recd	GPA	GPA Old Model (Int'l Only)	Fee Issue
<input checked="" type="checkbox"/>	2295877403	USER, TEST 1	2324	FALL 2023 Academic And Amateursm	Yes	No	D1: Preliminary Reviewed D2: Preliminary Reviewed	Not Req.		Final Qualifier Early Academic Qualifier	Final Qualifier Early Academic Qualifier	No Decision	No Decision	Recd	Not Recd	D1: 2.903 D2: 2.903	D1: D2:	No

Get PSA Details Deactivate **Track Student(s)** Un-Track Student(s) Back to Search

Flag student(s) as Transfer Student(s) Un-flag student(s) as Transfer Student(s)

- To stop tracking a PSA, click the radio button to the left of the PSA's NCAA ID. Once complete, click Un-Track Student(s).

Student Details by Sport

Expand All Collapse All Select All UnSelect All Search Criteria Used Export Full Report to Excel Export as PDF

Baseball																		
Sel	NCAA ID	Last Name, First Name	Rec. Cycle	NCAA Enroll Period Account Type	NLI Signed	Transfer Student	Amat Cert	Req. Final Amat Cert	Acad RTP-F	Acad D1	Acad D2	Acad D1 Old Model (Int'l Only)	Acad D2 Old Model (Int'l Only)	All HS Trans Recd	Final Trans /POG Recd	GPA	GPA Old Model (Int'l Only)	Fee Issue
<input checked="" type="checkbox"/>	2295877403	USER, TEST 1	2324	FALL 2023 Academic And Amateursm	Yes	No	D1: Preliminary Reviewed D2: Preliminary Reviewed	Not Req.		Final Qualifier Early Academic Qualifier	Final Qualifier Early Academic Qualifier	No Decision	No Decision	Recd	Not Recd	D1: 2.903 D2: 2.903	D1: D2:	No

Get PSA Details Deactivate Track Student(s) **Un-Track Student(s)** Back to Search

Flag student(s) as Transfer Student(s) Un-flag student(s) as Transfer Student(s)

- The next day, you will start receiving an email any time there are changes to your tracked PSA's Eligibility Center account.

The following prospective student-athletes were selected on your "track PSA list." There have been changes to the prospective student-athlete's account within the last 24 hours.

2295877403: User, Test 1
Task Assigned: Matriculation Letter needed.

2465994521: User, Test 2
Received HS transcript changed: Central High School (11111).

To view full PSA details, log in to the Membership Portal and view the Student Details tab for your PSAs. If you have additional questions, please contact the Eligibility Center at 877-544-2950 Monday-Friday, 8:30 a.m. to 5 p.m. Eastern time.

Thank you,
NCAA Eligibility Center