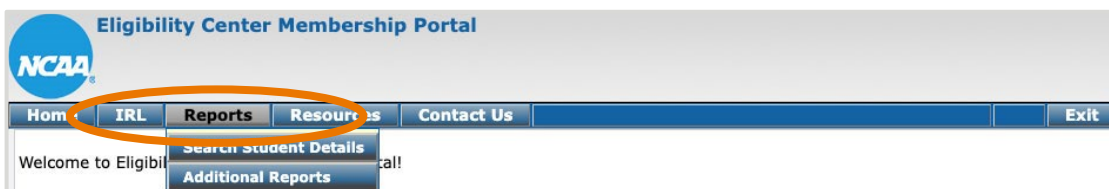# NCAA ELIGIBILITY CENTER

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.

3. 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.

4. 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).

5. 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