

## 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.

	Eligibility Center Membership Portal									
NCAA										
Hom	IRL	Reports	Resources	Contact Us			Exit			
Welcome	to Eligibil	Search Stud	ent Details Reports	l						

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

		Search Student Details	
earch Student Det	ails		
	Last Last State	key (Ctrl) for each selected item after the first one.	Country: All   . Activated Profile accounts are not visible on this report. Please refer to the
ctivated Profile Repo	t or Compliance Assistant to view impl Baseball Men's Baskeball Men's Cross Country Fotbal Men's Godf Men's Soccer Men's Swimming and Diving Men's Tennis	Select Sport Select All Select All Select All Select All Select All Men's sports Select All Women's sports	
ecruitment Cycle	2324 PSA's enrolling 23/24 Acad. Yr	(r 🗸	
earch Limit	50 🗸		
Search Criteria			
PSA has requested	final amateurism certification?	○ Yes ○ No  On't use in Search	
EC has received all	HS transcript?	○ Yes ○ No	
EC has received Fin	al HS transcript/Proof of Graduation (P	POG)? O Yes O No   Don't use in Search	
EC has received Tes	t Scores?	○ Yes ○ No	
		OH OH @	
PSA is a Final DI Qu	Jalifier?	Yes O No O Don't use in Search	
	ualifier? nateurism Eligibility?	Yes No Don't use in Search     Yes No Don't use in Search	
	nateurism Eligibility?		
PSA has Final DI Ar PSA is a Final DII Q	nateurism Eligibility?	○ Yes ○ No  O Don't use in Search	
PSA has Final DI Ar PSA is a Final DII Q	nateurism Eligibility? Jualifier? mateurism Eligibility?	○ Yes         ○ No         ● Don't use in Search           ○ Yes         ○ No         ● Don't use in Search	
PSA has Final DI Ar PSA is a Final DII Q PSA has Final DII A	nateurism Eligibility? ualifier? mateurism Eligibility? NLI?	○ Yes         ○ No         ● Don't use in Search           ○ Yes         ○ No         ● Don't use in Search           ○ Yes         ○ No         ● Don't use in Search           ○ Yes         ○ No         ● Don't use in Search	
PSA has Final DI Ar PSA is a Final DII Q PSA has Final DII A PSA has signed an	nateurism Eligibility? ualifier? mateurism Eligibility? NLI?	Yes         No         Don't use in Search	
PSA has Final DI Ar PSA is a Final DII Q PSA has Final DII A PSA has signed an PSA has Fee Issue?	nateurism Eligibility? jualifier? mateurism Eligibility? NLI? tudent?	○ Yes         No         ● Don't use in Search	
PSA has Final DI Ar PSA is a Final DII Q PSA has Final DII A PSA has signed an PSA has Fee Issue? PSA is a Transfer St	nateurism Eligibility? ualifier? mateurism Eligibility? NL1? uudent? cademic Qualifier?	Yes         No         ● Don't use in Search           Yes         No         ● Don't use in Search	

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).

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	Exp	and All Co	llapse All	Sele	ect All Uns	Select	All S	earch Criteria Use	d Exp	ort Full R	eport to Excel 🗷	Export as PDF	<u>/</u>						
	Baseball —											-							
	Sel	NCAA ID	Last Name, First Name	Rec. Cycle	NCAA Enroll Period Account Type	NLI Sign- ed	Trans- fer Stud- ent	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 Iss- ue
		2295877403	USER, TEST 1	2324	FALL 2023 Academic And Amateurism	Yes		D1: Preliminary Reviewed D2: Preliminary Reviewed	Not Req.		Early Academic	Final Qualifier Early Academic Qualifier	No Decision	No Decision	Recd		D1: 2.903 D2: 2.903		No
Get PSA Details     Deactivate     Track Student(1)     Un-Track Student(s)     Lack to Search       Flag student(s) as Transfer Student(s)     Un-flag student(s)     Un-flag 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.	
<b>2295877403: User, Test 1</b> Task Assigned: Matriculation Letter needed.	
<b>2465994521: User, Test 2</b> 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	