



NCAA Eligibility Center High School PIN Request Form

Submit this form if you DO NOT know your current high school PIN.

If you have never set up a high school account with the Eligibility Center, please contact the high school team at 1-877-622-2321.

If you know your PIN and wish to update your contact information or change your PIN: Please log in to eligibilitycenter.org, select High School Info, then Update Contact Info from the menu bar.

If a new PIN is needed and you cannot log in to update the district information: Please complete the following form and submit to ec-processing@ncaa.org. Please note:

- A new high school PIN may only be requested for a high school by an authorized school official who is a current employee at the high school.
- A high school's PIN should not be shared with anyone other than the primary and secondary contacts designated for your school.

When the PIN is updated, you will receive email confirmation. At that time, you may access the High School Portal and update contact information. (See *instructions above for updating contact information.*)

High School Name: _____ High School Code: _____

City/State: _____

High School Administrator Submitting Form

Administrator Name: _____ Title: _____

Email: _____

New PIN

You may use five numbers, letters or a combination.
Letters are case sensitive.
(Example: 12345, ABCDE or 12ABC)

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Principal Information

Principal Name: _____
(Please print)

Email: _____

Signature: _____ Date: _____

Return your completed form via email to ec-processing@ncaa.org.