



How to use your eligibilitycenter.org Dashboard

When you log in to your account at eligibilitycenter.org, you will be taken to your Dashboard.

1. The **Certification Process** for Certification Accounts is represented by three boxes to help you know where you are on your journey to be an NCAA student-athlete.
 - o The first square indicates your progress in creating your account. If you need to return to the last question you were answering, you may select "Pick up where I left off." Once you answer questions about at least one school, at least one sport, and pay or submit a fee waiver, your Account Creation circle will be completed. This is also where you can update any personal or contact information.
 - o The second square reminds you to submit your test scores and high school transcripts to the NCAA Eligibility Center after you are registered. To access a list of the NCAA Core Courses at your high school, select "Learn more" in the second square select the link to "Find your school's list of approved core courses." To see which of your test scores and transcripts have been submitted to the NCAA Eligibility Center, select "Learn more" in the second square and then select "Your Info." This is also where you can access reports showing your eligibility issues and your current NCAA core courses.
 - o The third square allows you to request your final amateurism certification for each sport after April 1 of your senior year if you graduate in the spring or summer and after October 1 of your senior year if you graduate in the fall or winter.
 - o Complete your account information by entering in your education and sport participation history.
2. Your **Eligibility Status** shows which sports you are activated for and your academic and amateurism eligibility.
 - o See your current certification status of your sport(s) in both Division I and Division II.
3. You can see what sport(s) you are active for by looking at the icons under **Sports**.
 - o If you accidentally select the wrong sport or no longer wish to compete in a sport, click on the icon to deactivate the sport so that we only certify you for your desired sport.
4. Keep track of any tasks you need to complete under the **task list**.
 - o See all assigned and completed tasks here.
 - o We will also send you emails about tasks. By logging into your account you'll be able to see more details in the task list about what you need to complete.