



HOW TO UPLOAD TRANSCRIPTS TO THE HIGH SCHOOL PORTAL

- » Log in to the [High School Portal](#) and select Search Student Details from the Student Reports tab.



- » Enter search criteria for the population of students whom you wish to upload transcripts. You may search by graduation year(s) or by currently enrolled students.

The screenshot shows the 'Search Registered Students from my High School' form. The form includes a 'Go Search' button and a 'Select currently enrolled students only' checkbox. The search criteria fields are:

- Graduation Year: * (Dropdown menu with options 2024, 2025, 2026, 2027)
- NCAA ID: (Text input field)
- First Name: (Text input field)
- City: (Text input field)
- Country: (Dropdown menu with 'All' selected)
- Sort By: (Dropdown menu with 'Last Name' selected)
- Date of Birth: (Text input field with a calendar icon)
- Last Name: (Text input field)
- State: (Dropdown menu with 'All' selected)

Note: If a student has not registered with the Eligibility Center, you will not be able to upload a transcript for that student.

Selecting a Student

- » Select the student for whom you wish to upload the transcript by clicking on the radio button next to the student's name.

| NCAA ID | Last Name | First Name | Graduation Year | Fee Issue | Your HS Trans Recd | All HS Trans Recd | Test Score Recd | Final Trans/POG Recd |
|----------------------------------|----------------|------------|-----------------|-----------|--------------------|-------------------|-----------------|----------------------|
| <input type="radio"/> 1234567890 | Certified | Cecilia | 2022 | | Recd | Recd | Recd | Recd |
| <input type="radio"/> 1123456789 | Doe | Jane Anne | 2022 | | Not Recd | Not Recd | Not Recd | Not Recd |
| <input type="radio"/> 1234567890 | Studentathlete | Sammy | 2022 | | Not Recd | Not Recd | Recd | Not Recd |

Note: The transcript for Jane Doe has not been received. Also note that the “All HS Trans Recd” column reflects transcripts needed for **all** high schools a student may have attended. The column “All HS Trans Recd” shows “Recd” only if all transcripts for the student have been received. You can check this by clicking on the student's NCAA ID, which will show the school(s) the student attended (as indicated by the student at time of registration).

- » **Check before uploading!** Your school's transcript may already be on file. The student may be missing a transcript from another school.

Viewing High Schools

- » In the example below, Jane Doe attended three different high schools. Only one transcript is one file for Jane.

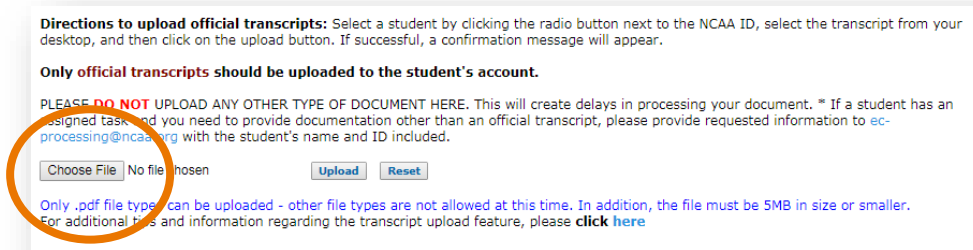
| Student High School Transcript Information | | | |
|--|------------------------------|------------|----------------------|
| HS Code | HS Name | Current HS | HS Trans. Recd. Date |
| 450450 | Copper Hills High School | | 25-May-14 |
| 350158 | Bismarck High School | | |
| 240055 | Jefferson Senior High School | Y | |

- » When all three schools' transcripts are received, the “All HS Trans Recd” column will show “Recd.”

| Fee Issue | Your HS Trans Recd | All HS Trans Recd | Test Score Recd | Final Trans/POG Recd |
|-----------|--------------------|-------------------|-----------------|----------------------|
| | Recd | Recd | Recd | Recd |
| | Not Recd | Not Recd | Not Recd | Not Recd |
| | Not Recd | Not Recd | Recd | Not Recd |

Uploading Documents

- » To upload, simply click the Choose File button and find the student's transcript on your computer. Then click the Upload button.



Directions to upload official transcripts: Select a student by clicking the radio button next to the NCAA ID, select the transcript from your desktop, and then click on the upload button. If successful, a confirmation message will appear.

Only official transcripts should be uploaded to the student's account.

PLEASE **DO NOT** UPLOAD ANY OTHER TYPE OF DOCUMENT HERE. This will create delays in processing your document. * If a student has an assigned task, and you need to provide documentation other than an official transcript, please provide requested information to ec-processing@ncaa.org with the student's name and ID included.

No file chosen

Only .pdf file types can be uploaded - other file types are not allowed at this time. In addition, the file must be 5MB in size or smaller. For additional tips and information regarding the transcript upload feature, please [click here](#)

**Do not upload any other kind of documentation—transcripts only.
Do not upload password-protected transcripts.**

Other Helpful Notes

- » If the upload was successful, you will see “Transcript has been successfully uploaded.”
- » If you have more transcripts to upload, simply click the radio button next to the student's name and follow the same process as many times as necessary.
- » If you are uploading an official transcript for another high school, please contact the Eligibility Center at 877-622-2321 Monday-Friday, 8:30 a.m. to 5:30 p.m. Eastern time to have the transcript recoded to the correct high school.
- » The upload will not immediately be reflected in the “Your HS Trans Recd” column. This may take up to 30 minutes.
- » The “All HS Trans Recd” column will only show “Recd” if transcripts from all the schools the student attended are on file.
- » Transcripts are required from each high school a student attends. If a student is no longer enrolled at your high school, upload a transcript for the time in which they were enrolled.
- » If a previously uploaded transcript included "In Progress" coursework, you may receive communication from the Eligibility Center requesting that an up-to-date transcript be uploaded. If you're uploading transcripts that include "In Progress" coursework, please upload an updated transcript once those courses are completed.