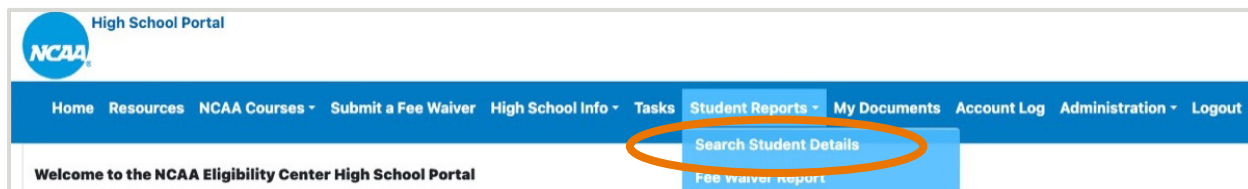




## HOW TO UPLOAD TRANSCRIPTS

Log in to your school's account on the [High School Portal](#) and click the Student Reports tab. Then select the Search Student Details tab.



Search for students by graduation year, NCAA ID, date of birth, name, city, state, country or currently enrolled students only. Find all current and former registered students by using graduation year only. **Note:** If a student has not registered with the Eligibility Center, you will not be able to upload a transcript for that student.

**Search Registered Students from my High School**

You may search registered students individually or by graduation year. Simply input your search criteria and click "Go Search". You must select one or more graduation years to perform this search.

Fields marked with "\*" are required fields.

This student search function will display the names of all students who reported having attended your high school. Though they may not be currently enrolled at your school, please note that an official high school transcript is required from all high schools a student has attended.

To select multiple Graduation Years, you need to hold down the control key (Ctrl) for each selected item after the first one.

**Graduation Year:**

2024  
2025  
2026  
2027  
2028

**NCAA ID:**

**First Name:**

**City:**

**Country:**

All

**Sort By:**

Last Name

**Select currently enrolled students only:**

☐

Click Here

**Date of Birth:**

mm/dd/yyyy

**Last Name:**

**State:**

All

**Go Search**

Click the radio button to the left of the student's NCAA ID to select the appropriate student.

**Registered Students from my High School Report**

Export as Excel Export as PDF Back

Search:

	NCAA ID	Last Name	First Name	Graduation Year	Fee Is	Your HS Trans Recd	All HS Trans Recd	Test Score Recd	Final Trans/POG Recd
<input checked="" type="radio"/>	2309123946	USER 1	TEST 1	2024			Not Recd	Not Recd	Not Recd
<input type="radio"/>	2312178119	USER 2	TEST 2	2024		Not Recd	Not Recd	Not Recd	Not Recd

**Check before uploading!** The "All HS Trans Recd" column reflects transcripts needed for **all** schools a student may have attended. If the "Your HS Trans Recd" column shows "Recd", but the "All HS Trans Recd" column shows "Not Recd," your school's transcript may already be on file. The student may be missing a transcript from another school. To learn more, click the student's NCAA ID, which shows all schools the student attended (indicated by the student during registration).

- » In the example below, the student attended two different high schools; however, only one transcript from Universal School is one file. When all transcripts are received, the “HS Trans Recd Date” will be populated for Dream City Christian School.

Student High School Transcript Information			
HS Code	HS Name	Current HS	HS Trans. Recd. Date
030134	Dream City Christian School	Y	
888888	Universal School		03-Oct-23

With the appropriate radio button selected, click the Choose File button, and select the student’s transcript on your computer. Once complete, **click Upload**.

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

Registered Students from my High School Report

Export as Excel
Export as PDF
Back

Search:

	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 checked="" type="radio"/>	2309123948	USER 1	TEST 1	2024		Recd	Not Recd	Not Recd	Not Recd
<input type="radio"/>	2312178119	USER 2	TEST 2	2024		Not Recd	Not Recd	Not Recd	Not Recd
<input type="radio"/>	2302777244	USER 3	TEST 3	2024		Recd	Recd	Not Recd	Not Recd
<input type="radio"/>	2304831899	USER 4	TEST 4	2024		Not Recd	Not Recd	Not Recd	Not Recd
<input type="radio"/>	231172334	USER 5	TEST 5	2024		Not Recd	Not Recd	Not Recd	Not Recd

**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](mailto:ec-processing@ncaa.org) with the student's name and ID included.

Choose File
No file chosen

Upload
Reset

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](#)

If the upload was successful, you will see “Transcript has been successfully uploaded.” If you have more transcripts to upload, click the radio button to the left of the next student’s NCAA ID and follow the same process as many times as necessary.

## Helpful Notes

- » *Uploading an official transcript for another school?* Contact the Eligibility Center at 877-622-2321 Monday-Friday, 8:30 a.m. to 5 p.m. Eastern time to have the transcript recoded to the correct high school.
- » Each upload will not immediately be reflected in the “Your HS Trans Recd” column. This may take up to 30 minutes.
- » Transcripts are required from each school students attend. If a student is no longer enrolled at your 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.