





# Uploading Transcripts to the High School Portal

***NCAA Eligibility Center***

## ***LOG IN AND SEARCH STUDENT DETAILS***

- ▶ After logging in, click on the **Student Reports** tab, then on the **Search Student Details** tab.



The screenshot shows the 'High School Portal' interface. At the top left is the NCAA Eligibility Center logo. The main navigation bar contains the following tabs: Home, Resources, NCAA Courses, Submit a Fee Waiver, High School Info, Tasks, Student Reports, My Documents, Account Log, Administration, and Logout. The 'Student Reports' tab is highlighted, and a sub-menu is open showing 'Search Student Details' and 'Fee Waiver Report'. Below the navigation bar, the text 'NCAA Eligibility Center High School Portal' is visible. In the bottom right corner, there is an 'Email Feed' icon. At the bottom of the page, there is an 'Announcements' section.

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

The screenshot shows the 'High School Portal' interface. At the top, there is a navigation bar with links: Home, Resources, NCAA Courses, Submit a Fee Waiver, High School Info, Tasks, Student Reports, My Documents, Account Log, Administration, and Logout. Below this is a section titled 'Search Registered Students from my High School'. The text explains that users can search by graduation year and that fields marked with '\*' are required. A blue arrow points to the 'Graduation Year' dropdown menu, which is currently open and showing the years 2014, 2015, 2016, and 2017. Another blue arrow points to a checkbox labeled 'Select currently enrolled students only' with the text 'Click Here' next to it. Below these are input fields for 'NCAA ID', 'First Name', 'City', 'Country' (set to 'All'), 'Sort By' (set to 'Last Name'), 'Date of Birth', 'Last Name', and 'State' (set to 'All'). A 'Go Search' button is at the bottom left.

- ▶ *Note:* If a student has not registered with the Eligibility Center, you will not be able to submit a transcript for the 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
<input type="radio"/> 1234567890	Certified	Cecilia	2019		Recd	Recd
<input type="radio"/> 1123456789	Doe	Jane Anne	2019		Not Recd	Not Recd
<input type="radio"/> 1234567890	Studentathlete	Sammy	2019		Not Recd	Not Recd

- ▶ Note that 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 ID number, which will show many schools the student attended (as indicated by the student at time of registration).

Trans	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	Recd	Recd	Not Recd

## 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 this example, 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		09-May-14
350158	Bismarck High School		06-May-14
240055	Jefferson Senior High School	Y	05-May-14

- ▶ When all three schools' transcripts are received, the "All HS Trans Recd" column will show "Recd."

Trans	All HS Trans Recd	Test Score Recd	Final Trans/POG Recd
	Recd	Recd	Recd
	Not Recd	Not Recd	Not Recd
	Not Recd	Recd	Not Recd

# THE UPLOAD PROCESS

- ▶ 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](mailto: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 submit* any other kind of documentation—*transcripts only.*
- ▶ *Do not upload* password-protected documents.



## ***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.
  - ▶ The upload will not be immediately reflected in the “**Your HS Trans Recd**” column. It may take up to 30 minutes.
  - ▶ Remember, the “**All HS Trans Recd**” column will only show “**Recd**” if all transcripts from all the schools the student attended are on file.
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# Eligibility Center

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