Membership Membership Portal Quick Start Guide

One of the mail tools you will use to help your prospective student-athletes is the Eligibility Center's **Membership Portal**. Each member school with an Eligibility Center account may have up to 10 contacts. These contacts should have access to student records and the bandwidth to have ongoing engagement with the Eligibility Center. On the portal, the exact number of tabs at the top of the webpage will depend on the access granted by your member school.

WHO ARE YOUR MEMBER SCHOOL'S ELIGIBILITY CENTER CONTACTS?

Typically, your member school's contacts can view important announcements, activate or deactivate PSAs from your school's IRL, **update your school's sponsored sport list**, **track PSAs**, upload documents and matriculation dates, review student account details and **update contacts**.



IRL

Home	IRL Report	Resources	Contact Us	Exit
Walcomo	IRL Activation	omborship Portal		
weicome	IRL Deactivation	embership Portai		
Subscribe	Update Sports	onthly newsletter.		

- » IRL Activation: On this tab, you can:
 - Search for student-athletes by NCAA ID, date of birth, name, city, state, country, account type or current high school.

	IR	L Activation Search	
–IRL Activation Search—			
NCAA ID:		Date of Birth: (mm/dd/yyyy)	
First Name (begins with):		Last Name (begins with):	
City:		State:	Alabama 🗸
Country:	ALL	 Student Account Type: 	Academic and Amateurism, and Amateurism Only \checkmark
Sort By*	Last Name V ASC V	Search Limit	50 🗸
Use Student's current	High School in search		

• Select the appropriate sport (you can select multiple sports) and recruitment cycle. Click the radio button to the left of the student's NCAA ID to select the appropriate student. Once complete, click Activate.

Note: Non-paid certifications accounts will not be indexed in the IRL Search Results page. Please direct the student to complete the payment step to ensure you can activate the account.

	selec	ct multiple s	ports, yo	ou need to hold a	down the control	key (Ctrl) fo	r each select	ted item after	the first	one.					
S	elect o	one or more	sports*	Baseball Men's Basketball Men's Cross Cour Football Men's Golf Men's Soccer Men's Swimming Men's Tennis	ntry Rec	ruitment Cyd	cle [*] 2425 PS	A's enrolling 2-	/25 Acad.	Yr 🗸					
Г	Selec	t Student-													
	S	el CAA ID	Transfe Student	2 Last Name	First Name	Gender	Account Type	City	State	Country	y High School	Date of Birth	Grad Date	NLI Signed	Statu
		2 2 2396303	No 🗸	USER 1	TEST 1	F	Academic And Amateurism	Saint John	IN	US	Lake Central High School	15-Apr-06	01-May-24	Yes (14-Jan-24)	
	2.	32909298	No 🗸	USER 2	TEST 2	м	Academic And Amateurism	Goshen	IN	US	Goshen High School	24-Sep-05	01-Jun-23	No	
	3. (2464318756	No 🗸	USER 3	TEST 3	м	Academic And Amateurism	Plainfield	IN	US	Plainfield High School	07-Jul-06	01-May-24	No	
		2464852374	No 🗸	USER 4	TEST 4	F	Academic And Amateurism	Plainfield	IN	US	Plainfield High School	28-Nov-06	01-June-24	No	
	4. [Acadamic And	lacoer	IN	US	Jasper High School	16-Jun-07	01.May.25	No	

- » IRL Deactivation: On this tab, you can:
 - Search for student-athletes by NCAA ID, date of birth, name, city, state, country, sport (you can select multiple sports) or recruitment cycle.

Y			IRL Deactivation Sea	rch		
-IRL Deactivation Sear	ch					
NCAA ID: First Name: City:		Date of Birth: Last Name: State:	Indiana V	Country:	All	~
To select multiple sports	, you need to hold down the c Baseball Men's Basketball Men's Cross Country Football Men's Soccer Men's Swimming and Diving Men's Track Men's Vrestling	ontrol key (Ctrl) for ea	sport Sport ett All elect All ett All Momen's sports ett All Women's sports	one.		
Recruitment Cycle*	2324 PSA's enrolling 23/24 Ac	ad. Yr 🗸				

• Click the radio button to the left of the student's NCAA ID to select the appropriate student. Once complete, click Deactivate.

pui	d All Collapse A	All Delete All OffSel	CCC All		Coffball				
					Sortball				
1	NCAA ID	Last Name	First Name	Student Account Type	Recruit Cycle	Date of Birth	City	State	Grad Date
	2456971305	USER 1	TEST 1	Academic And Amateurism	2324	06-Jun-05	Mooresville	IN	01-Jun-23
				v	omen's Soccer				
	NCAA ID	Last Name	First Name	Student Account Type	Recruit Cycle	Date of Birth	City	State	Grad Date
	2497846614	USER 2	TEST 2	Academic And Amateurism	2324	07-Sep-04	Newburgh	IN	01-May-23
				۷	omen's Tennis				
i.	NCAA ID	Last Name	First Name	Student Account Type	Recruit Cycle	Date of Birth	City	State	Grad Date
	295922	USER 3	TEST 3	Academic And Amateurism	2324	17-Feb-05	Evansville	IN	01-May-23

- » Update Sports: On this tab, you can:
 - Click deactivate or add a sport to the right of the appropriate sport code. For more detailed instructions, click here.

6					5	Sport Activation and Inactiva	tion
-S	port Activat	ion and Inactivation					
				_			
	Sport Code	Sport Description	Gender		Sport Code	Sport Description	
	MBA	Baseball	м	Deactivate	MAR	Men's Archery	Add Sport
	MBB	Men's Basketball	м	Deactivate	MBM	Men's Badminton	Add Sport
	MCC	Men's Cross Country	м	Deactivate	MBO	Men's Bowling	Add Sport
	MFB	Football	м	Deactivate	MCH	Men's Cheerleading	Add Sport

REPORTS

Home 📢	IRL	Reports	Resor ces	Contact Us	Exit
	- Filester	Search Stud	lent Details		
welcome to	o Eligibii	Additional R	leports		

» Search Student Details: On this tab, you can track a PSA's account activity and certification status.



• Search for PSAs by NCAA ID, date of birth, name, city, state, country, sport, recruitment cycle or other search criteria.

Note: This is also where you can run an IRL performance report by selecting the appropriate recruiting cycle and search criteria.

	Search Student Details
Search Student Details	
NCAA ID: Date of Bi First Name: Last Name City: State:	irth:
To select multiple sports, you need to hold down the control key (Activated Profile Report or Compliance Assistant to view imported Baseball Mer's Baskeball Mer's Coros Country Footbal Mer's Golf Mer's Sovier Mer's Swimming and Diving Mer's Tennis Diving	(Ctrl) for each selected item after the first one. Activated Profile accounts are not visible on this report. Please refer to the accounts. Select Sport Select All Select All Select All Select All Select All Men's sports Select All Women's sports
Recruitment Cycle [*] 2324 PSA's enrolling 23/24 Acad. Yr 🗸	
Search Limit 50 🗸	
Search Criteria	
PSA has requested final amateurism certification?	○ Yes ○ No ⑧ Don't use in Search
EC has received all HS transcript?	○ Yes ○ No

o Click the radio button to the left of the PSA's NCAA ID. Once complete, select Track Students. If successful, the PSA's NCAA ID will turn green.

Note: Untrack a PSA using the same method.

• To check transcript or academic and amateur statuses, click Get PSA Details. For more detailed instructions, click here.

	Stu	dent Deta	ils by Spor	t															
	Exp	and All C	ollapse All	Sele	ect All Un	Select	All	Search Criteria Use	d Exp	oort Full R	eport to Excel 🗷	Export as PDF	2						
										Bi	aseball								-
	Sel	NCAA ID	Last Name, First Name	Rec. Cycle	NCAA Enroll Period Account Type	NLI Sign- ed	Trans- fer Stud- ent	Amat Cert	Req. Final Amat Cert	Acad RTP-F	Acad D1	Acad D2	Acad D1 Old Model (Int'l Only)	Acad D2 Old Model (Int'l Only)	All HS Trans Recd	Final Trans /POG Recd	GPA	GPA Old Model (Int'l Only)	Fee Iss- ue
		2295877403	USER,	2324	FALL 2023	Yes	No	D1: Preliminary	Not Req.		Final Qualifier	Final Qualifier	No Decision	No Decision	Recd	Not Recd	D1: 2.903	D1:	No
			TEST 1		Academic			Reviewed			Early Academic	Early Academic					D2: 2.903	D2:	
					And Amateurism			D2: Preliminary Reviewed			Qualifier	Qualifier							
G	t PS/	A Details	Deactivate	Tr	ack Student(s)	Un-Trac	k Student(s) Back	to Search	1									
FI	ag sta	udent(s) as	Transfer Stud	lent(s)) Un-flag	stude	nt(s) as	Transfer Student(s)											

» Run Additional Reports: On this tab, you can:

- Select the appropriate recruiting cycle and run additional reports. These reports include.
 - No core-course list. >
 - Open tasks report-action required. >
 - Open tasks report-all. >

- Student emails. >
- Profile Page account PSAs on active IRL. >
- Scholastic team affiliations. >





RESOURCES

Home	IRL	Re orts	Resources	Conta :t Us
Walcomo	to Elicibi	lity Contor Mo	Resource Links	5
weicome	to Eligibi	ity Center Me	View/Update C	Contacts
Subscribe	to your	division's mor	Request Certifi	ication
• Divi	sions I a	nd II member	Upload Docum	ents
• Divi	Ision III r	nembership n	Matriculation L	.etter

- » Resource Links: On this tab, you can:
 - Access instructional and educational materials for compliance administrators, high school counselors and PSAs.

Select School Resources	Exit	
New Website Resources —	Initial-Eligibility Walvers —	Contact Information –
 DIII: Fall 2024 Webinar for Compliance Administrators DIII: Fall 2024 Webinar for Compliance Administrators PDF Two-Year Transfer Guide 	Advisement Process Plan Instructions Best Practices Directive	NCAA Eligibility Center Contact Information How to Update Member School Contacts Presentation Inquiry Form
 DI/DII: Fall 2024 Webinar for Compliance Administrators 	 Educational Ladder and Mitigation Timeline Form 	How To's —
DI/DII: Fall 2024 Webinar for Compliance Administrators PDF	 Education Ladder and Mitigation Timeline Form Example 	► Membership Portal Quick Start Guide
Academic Certification - Domestic –	> Policies and Procedures	How to Activate/Deactive a Sport How to Add/Remove Signed Status
► Academic Certification Request Program	PSA Review -	How to Request Final Amateurism Certification
Academic Records Submission FAQ Early Academic Qualifier Requirements	> PSA Review Trigger List	► How to Track Student-Athletes
 Education-Impacting Disability Information 	Outree de Bablications	Other Resources and Links -
Initial-Eligibility Process Flowchart	Outreach Publications –	» DI/DII: Spring 2024 Membership Updates Webinar
 Divisions I and II Worksheets Waiver Form (DI): Submission of Transcripts for EAQs or Transfers 	 Guide for the NCAA Compliance Administrator Guide for the College-Bound Student-Athlete (PDF) 	 DI/DII: Spring 2024 Membership Updates Webinar PDF DI/DII: Fall 2023 Compliance Administrators Webinar
Academic Certification - Home School	 Guide for the College-Bound Student-Athlete (Printed) Guide to Internetingal Academic Studente for Athletics Eligibility 	 DI/DII: Fall 2023 Compliance Administrators Webinar PDF Hapith and Safaty Programs and Information
> Homeschool Information	 Academic Requirements Fiver, DI 	 Health and Safety Programs and Information Membership Advisory Groups
Homeschool Toolkit	 Academic Requirements Flyer, DII 	 Recruiting Information
Academic Certification - International –	 Initial-Eligibility Flyer, Domestic Initial-Eligibility Flyer, International 	 Resources for Prospective Student-Athletes Social Media Channels, Eligibility Center
Guide to International Academic Standards for Athletics Eligibility	> Notification of Transfer, DI	Policies, Processes, Service Standards
 International Initial-Eligibility Flyer 	Notification of Transfer, D11	

- » View/Update Contacts: On this tab, you can:
 - Update your school's contacts. For more detailed instructions, click here.

	ويتبا المصبعا المصبعا المريبيسية		Institution Contact List		
stitution Conta	ct List				
PIN:					
	Edit				
	MI Contact# - 1		MI Contact# - 2		MI Contact# - 3
First Name:		First Name:		First Name:	
Last Name:		Last Name:		Last Name:	
Title:		Title:		Title:	
Email:		Email:		Email:	
Phone:		Phone:		Phone:	
Fax:		Fax:		Fax:	
	Edit		Edit Delete		Edit Delete

- » Request Certification: On this tab, you can:
 - Search for student-athletes by NCAA ID, date of birth, name, city, state, country, sport or recruitment cycle to request urgent academic and/or amateurism certifications.

			Search Stu	dent			
Search Student							
NCAA ID:	Da	ate of Birth:					
First Name:	La	ast Name:					
City:	St	tate:	All	Country:	All	~	
To select multiple sports, you n Base Meni Foot Sport Meni Meni Meni Meni	eed to hold down the control k ball s Basketball s Cross Country ball s Golf s Soccer s Swimming and Diving s Track s Wrestling	Select All Select All Select All Select All Select All Select All Select All V	ected item after the first o II Men's sports Women's sports				
Recruitment Cycle* 2324	PSA's enrolling 23/24 Acad. Yr 🗸)					



- » Upload Documents: On this tab, you can:
 - Search for PSAs by NCAA ID, date of birth, name, city, state, country, sport or recruitment cycle to upload documents.

Note: All uploaded documents must include a complete Academic Record Submission Form.

			Search Student to Uploa	d Document		
-Search Student to U	pload Document					
NCAA ID:		Date of Birth:				
First Name:		Last Name:				
City:		State:	All 🗸	Country:	All	~
To select multiple spor	ts, you need to hold down the co Baseball Men's Basketball Men's Cross Country Football Men's Golf Men's Soccer Men's Swimming and Diving Men's Tranck Men's Wrestling	Select Spor Select Spor Select Al Select Al Select Al	elected item after the first one rt II All II Men's sports II Women's sports			
Recruitment Cycle*	2324 PSA's enrolling 23/24 Aca	id. Yr 🗸				

- » Matriculation Letter: On this tab, you can:
 - o Search for student-athletes by NCAA ID, date of birth, name, city, state, country, sport, recruitment cycle, or other search criteria to submit a Matriculation Letter.

Matriculation Letter Request Form	
Matriculation Letter Request Form	
The purpose of a Matriculation Letter is to verify whe previously or will occur. This information will be used Please complete and submit the form below to provid	n a student's initial full-time collegiate enrollment (first attended class while registered as a full-time student) at any two- or four-year college/university (anywhere in the world) occurred to certify the student's initial eligibility. Je a student's matriculation record.
Student's NCAA ID: Student's Name: Student's Enrollment Period: Student's non-NCAA self-reported enrollment date (if provided): Student's non-NCAA self-reported Collered University (if provided):	WINTER/SPRING 2023 NA NA
Matriculation Date:	
NCAA School?:	○ Yes ○ No
Requester First Name:	
Requester Last Name:	
Requester Email:	
Requester Title:	
I affirm to the best of my knowledg while registered as a full-time stud to certify the student's initial eligibi Submit Request	ie and records, and in accordance with campus policies and procedures. I have verified the student's initial full-time collegiate enrollment (first attended dass end) at any two-year or four-year college/university (anywhere in the world) occurred or will occur on the date provided. I recognize this information will be used lity.
Prefer pdf form? Click here.	

Reminder: The matriculation date you enter should reflect initial full-time enrollment at any college or university (whether it is an NCAA school or non-NCAA school such as a two- or four-year school or any international college or university).

ATHLETICS AID AGREEMENTS

Starting with the 2024-25 academic year, PSAs in their senior year of high school will still have the opportunity to sign an athletics aid agreement with the recruiting NCAA Division I or II school but will not sign a separate National Letter of Intent. Once a PSA signs the member school's athletics aid agreement, coaches from other NCAA schools must cease communication with the PSA and individuals associated with the signed prospect (e.g., family members, scholastic coach, non-scholastic coach, advisor). This signed athletics aid agreement establishes the recruiting commitment between the PSA and school. Click here for additional information on how to update a student's status.

Note: Students are prohibited from signing with multiple schools at the same time and must be released by the signing school before contact with another school can occur.

