Logging Into Program Hub

PROGRAM HUB

Welcome,
Last Login: | Log Out

New User?

Create a New Profile »

Returning User?

Program Hub User

Log In »

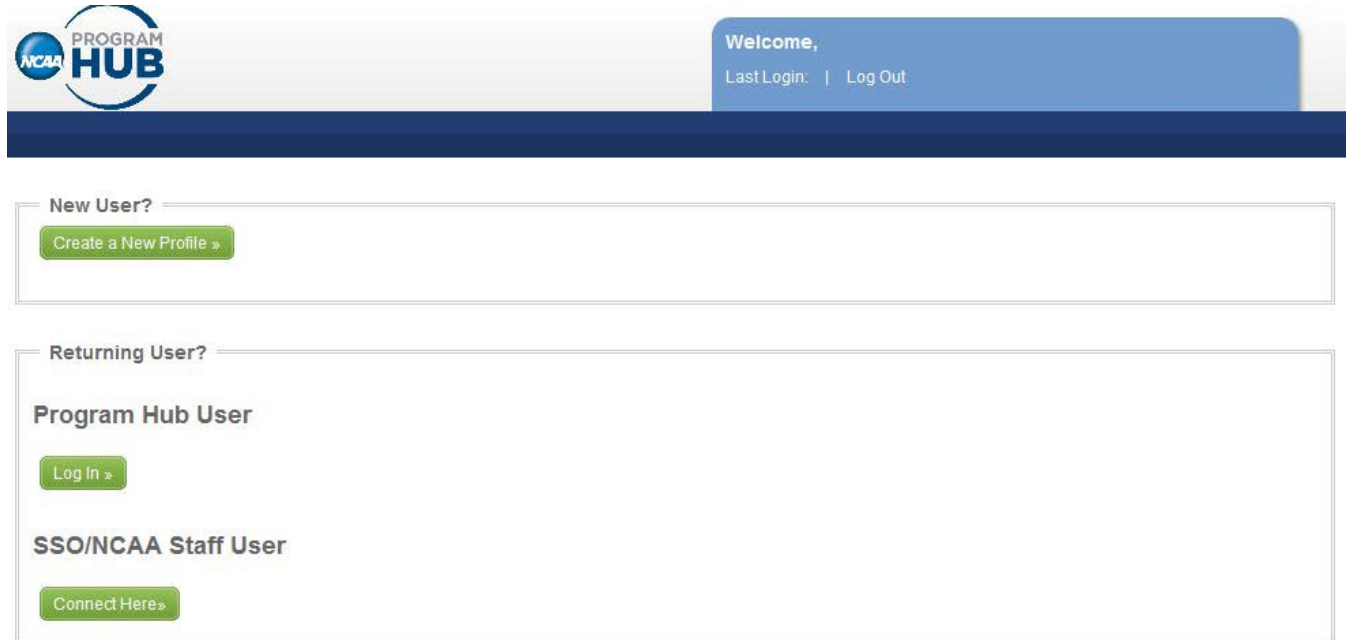**SSO/NCAA Staff User**

Connect Here »

Figure 1 – Program Hub Welcome screen

1. Access Program Hub at www.ncaa.org/programhub.

2. There are three ways to login to Program Hub:

   - **New User:** Choose this option if you have not already created an account.

   - **Returning User - Program Hub User:** Choose this option if you have already created an account and are not an NCAA staff member or are a designated SSO user at your institution/conference.

   - **SSO/NCAA Staff User:** Choose this option if you have already created a Program Hub profile and are an NCAA staff member or are a designated SSO user at your institution/conference.

Creating a Profile

All users must create a profile before performing any other procedures.

Figure 2 – Profile tab – Step 1: Login Information screen

Step 1: Entering Login Information

3. Enter information in all fields marked with an * (asterisk).

4. Click the **Save and Continue** button.

NOTE: Click the **Save** button if you want to save the information on this page (for this step) and complete the remaining steps later.

Step 2: Entering Personal Information

The **Step 2: Personal Information** screen opens.

Figure 3 – Profile tab – Step 2: Personal Information screen

1. Enter information in all fields marked with an * (asterisk).
2. Click the **Save and Continue** button.

Quick Reference Guide for Creating A Profile

Step 3: Entering Institution and Role Information

Figure 4 – Profile tab – Step 3: Institution and Role screen

1. Select:

   - School/Institution.
   - Affiliate Organization.

2. Enter the Organization Name.

3. Select the Institution Role/Title.

4. Click **Save and Continue**.

Step 4: Confirmation

Figure 5 – Profile tab – Step 4: Confirmation screen

1. Click the checkbox as indicated in **Figure 5**.

2. Click **Save and Continue**. The Home screen automatically displays.

   On the Home screen you will see two messages:

   - Enter verification code.
   - Your account is inactive.

3. Access the email account you used in Step 1 of the Profile Builder. Look for an email with your unique verification code. Copy verification code.

4. Go back to your Home screen in Program Hub. Click link in verification code message and paste code.

5. Click to submit.

   On the Home screen you should see a message in green that confirms your account is active.

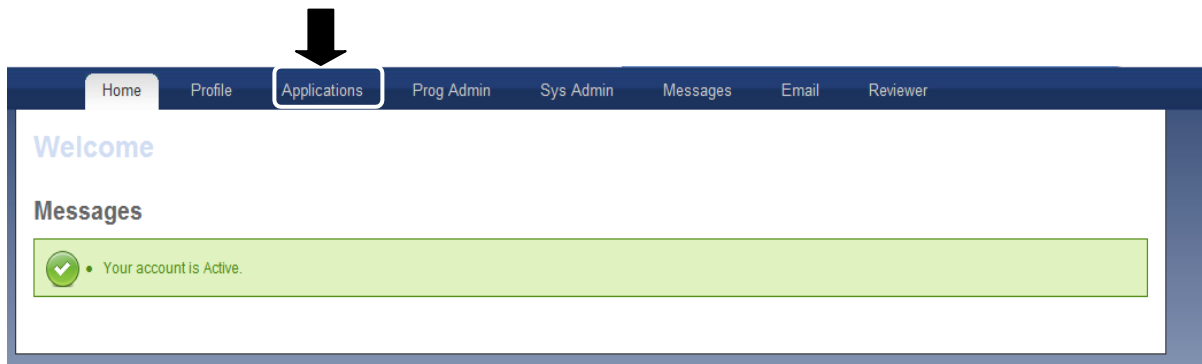**Quick Reference Guide for Creating A Profile**

Figure 6 – Applications tab – Step 5: Applications

1. To see the applications for which you are eligible to apply click on the Applications tab at the top ribbon.
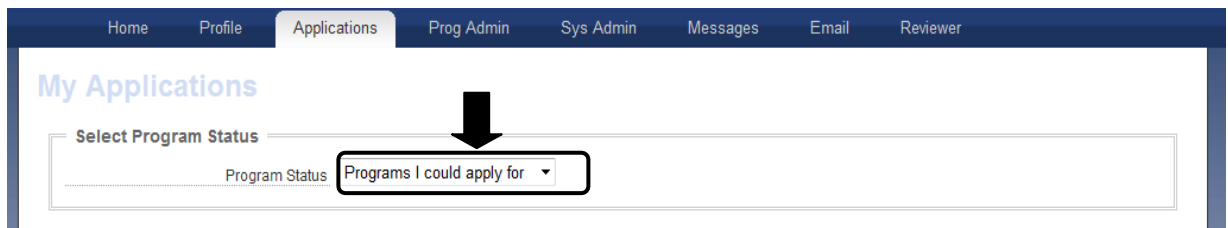

Figure 7 – Applications tab – Step 6: List of applications

1. You will then see a page entitled "My Applications."

2. In the box under "Select Program Status" click the pull-down box "Programs I could apply for."

3. Programs open to you will be listed, simply click on the program of interest to begin the application.

> If you need assistance logging in or creating a profile, please contact the
> **NCAA IS Service Desk** at **(317) 917-6123** weekdays from 7:30 a.m. to 5:30 p.m. Eastern time.