

Districts

Contacts Change Form

WHO ARE YOUR DISTRICT'S PRIMARY AND SECONDARY CONTACTS?

One of the main tools you will use to help your student-athletes is the Eligibility Center's [High School Portal](#). Each district with an NCAA Eligibility Center account has one primary and one secondary contact. These contacts should have access to curriculum and student records and the bandwidth to have ongoing engagement with the Eligibility Center. Depending on how your district is set up, primary and secondary contacts can [manage your core-course list](#), respond to open tasks and update your district's contacts.

To find your district's primary and secondary contacts or set up an Eligibility Center account, call the high school support line at 877-622-2321, Monday-Friday 8:30 a.m. to 5 p.m. Eastern time.

HOW TO UPDATE YOUR DISTRICT'S INFORMATION

- » If you're a primary or secondary contact, know your district's Eligibility Center account password and wish to update your district's information (primary or secondary contact, PIN or password), log in to the [High School Portal](#) and click the District Info tab. Then select the Update Contact Info, View/Update PIN or Change Password tab.
- » If you're a primary or secondary contact and forgot your district's Eligibility Center account password, follow the forgot password instructions.
- » If you're a new contact and need access to your district's Eligibility Center account, but the current primary and secondary contacts are no longer at your district to log in and update the contact information or follow the forgot password instructions to regain access to the account, complete the form below and submit it to ec-highschool@ncaa.org.
 - A contact update may only be requested for a district by an authorized school official who is a current employee within the district.
 - The district administrator submitting the form will be designated as the primary contact and the superintendent will be designated as the secondary contact. This can be changed by the district upon login to the High School Portal.
 - If contacts cannot be validated on the district's website, no contact update will occur.

Please allow 2-3 business days for your district contact information to update. When your information is updated, you will receive email confirmation. At that time, you may follow the forgot password link on the [High School Portal](#). Once your password is updated, you may log in to the High School Portal and update your district's information. (See instructions above for updating your district information.) For a step-by-step guide to these processes, [click here](#).



District Contacts Change Form

DISTRICT INFORMATION

District Name: _____

District ID: _____

City: _____ State: _____ Zip: _____

PRIMARY CONTACT (DISTRICT ADMINISTRATOR SUBMITTING FORM)

Name: _____ Title: _____

Email: _____ Phone: _____

SECONDARY CONTACT

Name: _____ Title: _____

Email: _____ Phone: _____

Note: This form must be signed by your district's superintendent. The district administrator submitting the form will be designated as the primary contact. The primary and secondary contact can be changed by your district upon login to the [High School Portal](#). Submit your completed form to ec-highschool@ncaa.org.

SUPERINTENDENT INFORMATION

Name: _____

Signature: _____ Date: _____

