

## Membership

# Membership Portal Quick Start Guide

One of the main 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](#).



### Home

- » See important news and updates.
- » Subscribe to the Eligibility Center's Membership Newsletter.

### IRL

- » Activate or deactivate PSAs from your member school's IRL.
- » Update your member school's sponsored sport list.

### Resources

- Access educational materials for compliance administrators, high school counselors and PSAs.
- New website resources.
  - Important rule updates.
  - Video tutorials.
- » Update contacts.
  - » Request academic certification.
  - » Upload documents.
  - » Submit Matriculation Letter.

### Reports

- » Search for student details, review account statuses, tasks assigned and documents received.
- » Track PSAs.
- » Run additional reports.

# IRL



» **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.

**IRL Activation Search**

**IRL Activation Search**

NCAA ID:	<input type="text"/>	Date of Birth: (mm/dd/yyyy)	<input type="text"/>
First Name (begins with):	<input type="text"/>	Last Name (begins with):	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="ALL"/>
Country:	<input type="text" value="ALL"/>	Student Account Type:	<input type="text" value="Academic and Athletics, and Athletics"/>
Sort By*	<input type="text" value="Last Name"/> <input type="text" value="ASC"/>	Search Limit	<input type="text" value="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.

**Matching Students - 2 found**

**IRL Activation Search Result**

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

Men's Basketball  
 Men's Cross Country  
 Football

Select one or more sports\*

Recruitment Cycle\*

**Select Student**

Sel	NCAA ID	Transfer Student?	Last Name	First Name	Gender	Account Type	City	State	Country	High School	Date of Birth	Grad Date	Signed Status	NLI Signed	NLI Release Status
<input checked="" type="checkbox"/>	22-8642584	<input type="text" value="No"/>	User	Test	M	Academic And Athletics	Indianapolis	IN	US	International School	01-Feb-04	01-May-22	Not Signed	No	
2. <input type="checkbox"/>	1901391233	<input type="text" value="No"/>	User	Test	M	Academic And Athletics	Indianapolis	IN	US	Sushil Testing	01-Jan-99	01-May-19	Not Signed	No	

**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.

» **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.

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

Matching IRLs - 1 found									
IRL Deactivation Search Result									
Football									
Select	NCAA ID	Last Name	First Name	Student Account Type	Recruit Cycle	Date of Birth	City	State	Grad Date
<input checked="" type="radio"/>	2208642584	User	Test	Academic And Athletics	2526	01-Feb-04	Indianapolis	IN	01-May-22

» **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](#).

Sport Code	Sport Description	Gender		Sport Code	Sport Description	
MBA	Baseball	M	Deactivate	MAR	Men's Archery	Add Sport
MBB	Men's Basketball	M	Deactivate	MBM	Men's Badminton	Add Sport
MCC	Men's Cross Country	M	Deactivate	MBO	Men's Bowling	Add Sport
MFB	Football	M	Deactivate	MCH	Men's Cheerleading	Add Sport

## REPORTS

» **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.

The screenshot shows the 'Eligibility Center Membership Portal' search page. It includes a navigation bar with 'Home', 'IRL', 'Reports', 'Resources', 'Contact Us', and 'Exit'. The main section is titled 'Search Student Details' and contains several input fields: NCAA ID, Date of Birth, First Name, Last Name, City, State (dropdown), and Country (dropdown). Below these are instructions for selecting multiple sports and a 'Select Sport' section with radio buttons for 'Select All', 'Unselect All', 'Select All Men's sports', and 'Select All Women's sports'. There is also a 'Recruitment Cycle' dropdown set to '2526 PSA's enrolling 25/26 Acad. Yr' and a 'Search Limit' dropdown set to '50'. At the bottom, a 'Search Criteria' table allows filtering results based on whether a PSA has requested final athletics certification, received all HS transcripts, or received a final HS transcript/proof of graduation (POG).

Search Criteria	Yes	No	Don't use in Search
PSA has requested final athletics certification?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
EC has received all HS transcript?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
EC has received Final HS transcript/Proof of Graduation (POG)?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- 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](#).

The screenshot shows the 'Matching Records - 1 found' page. It features a table with columns for various student attributes and a 'Get PSA Details' button circled in orange. The table contains one record for a student with NCAA ID 1901391233, last name 'User', and first name 'Test'. The student's status is 'Academic And Athletics' and they have 'Fee Issue' and 'Athletics Cert' pending review.

Sel	NCAA ID	Last Name, First Name	Rec. Cycle	NCAA Enroll Period	Account Type	Signed	Transfer Student	Athletics Cert	Req. Final Athl 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 Issue
<input checked="" type="checkbox"/>	1901391233	User, Test	2526	FALL 2019	Academic And Athletics	No	No	D1: Pending Review D2: Pending Review	Not Req.		Fee Issue	Fee Issue	Fee Issue	Fee Issue	Not Recd	Not Recd	D1: D2:	D1: D2:	Yes

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

- Select the appropriate recruiting cycle and run additional reports. These reports include.
  - > No core-course list.
  - > Student emails.
  - > Open tasks report—action required.
  - > Profile Page account PSAs on active IRL
  - > Open tasks report—all.
  - > Scholastic team affiliations.

# RESOURCES



» **Resource Links:** On this tab, you can:

- Access instructional and educational materials for compliance administrators, high school counselors and PSAs.



» **View/Update Contacts:** On this tab, you can:

- Update your school's contacts. For more detailed instructions, [click here](#).

Institution Contact List			
PIN: <input type="text"/>			
<a href="#">Edit</a>			
MI Contact# - 1	MI Contact# - 2	MI Contact# - 3	
First Name: <input type="text"/>	First Name: <input type="text"/>	First Name: <input type="text"/>	
Last Name: <input type="text"/>	Last Name: <input type="text"/>	Last Name: <input type="text"/>	
Title: <input type="text"/>	Title: <input type="text"/>	Title: <input type="text"/>	
Email: <input type="text"/>	Email: <input type="text"/>	Email: <input type="text"/>	
Phone: <input type="text"/>	Phone: <input type="text"/>	Phone: <input type="text"/>	
Fax: <input type="text"/>	Fax: <input type="text"/>	Fax: <input type="text"/>	
<a href="#">Edit</a>	<a href="#">Edit</a> <a href="#">Delete</a>		<a href="#">Edit</a> <a href="#">Delete</a>

» **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 athletics** certifications.

Search Student			
NCAA ID: <input type="text"/>	Date of Birth: <input type="text"/>		
First Name: <input type="text"/>	Last Name: <input type="text"/>		
City: <input type="text"/>	State: <input type="text"/>	Country: <input type="text"/>	
To select multiple sports, you need to hold down the control key (Ctrl) for each selected item after the first one.			
Sport	<input type="checkbox"/> Baseball <input type="checkbox"/> Men's Basketball <input type="checkbox"/> Men's Cross Country <input type="checkbox"/> Football <input type="checkbox"/> Men's Golf <input type="checkbox"/> Men's Soccer <input type="checkbox"/> Men's Swimming and Diving <input type="checkbox"/> Men's Tennis <input type="checkbox"/> Men's Track <input type="checkbox"/> Men's Wrestling	<b>Select Sport</b> <input type="radio"/> Select All <input type="radio"/> Unselect All <input type="radio"/> Select All Men's sports <input type="radio"/> Select All Women's sports	
Recruitment Cycle*	2324 PSA's enrolling 23/24 Acad. Yr <input type="text"/>		

» **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 Upload Document**

NCAA ID:  Date of Birth:

First Name:  Last Name:

City:  State:  Country:

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

Sport: 

- Baseball
- Men's Basketball
- Men's Cross Country
- Football
- Men's Golf
- Men's Soccer
- Men's Swimming and Diving
- Men's Tennis
- Men's Track
- Men's Wrestling

Recruitment Cycle\*

**Select Sport**

- Select All
- Unselect All
- Select All Men's sports
- Select All Women's sports

» **Matriculation Letter:** On this tab, you can:

- 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**

The purpose of a Matriculation Letter is to verify when 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 previously or will occur. This information will be used to certify the student's initial eligibility.

Please complete and submit the form below to provide 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 College/University (if provided):

Matriculation Date:

NCAA School?:  Yes  No

Requester First Name:

Requester Last Name:

Requester Email:

Requester Title:

I affirm to the best of my knowledge and records, and in accordance with campus policies and procedures, I have verified the student's initial full-time collegiate enrollment (first attended class while registered as a full-time student) 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 to certify the student's initial eligibility.

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.