

**Accessing the
NCAA Division I Institutional Performance Program
Data Management System**

1. An NCAA memorandum to the institution's chancellor/president directs him or her to obtain an NCAA Single Source Sign-On (SSO) account. This memorandum will be copied to the institution's director of athletics, senior woman administrator, faculty athletics representative, senior compliance officer, the institution's current SSO administrator(s) and conference commissioner.
2. The NCAA Division I Committee on Institutional Performance has determined initial access to the IPP data management system will be limited to the institution's chancellor/president or individual(s) designated by the chancellor/president.
3. The committee suggests the institution consider involving the following individuals in the annual review of data:
 - a. Senior woman administrator.
 - b. Faculty athletics representative.
 - c. Chief financial officer.
 - d. Director of student-athlete academic support.
 - e. Title IX/diversity officers.
 - f. Provost/registrar.
4. The chancellor/president notifies the institution's SSO administrator to assign additional access as directed.

Questions about accessing the IPP data management system should be directed to ipp@ncaa.org