

Quick Reference Guide for Creating A Profile

Logging Into Program Hub

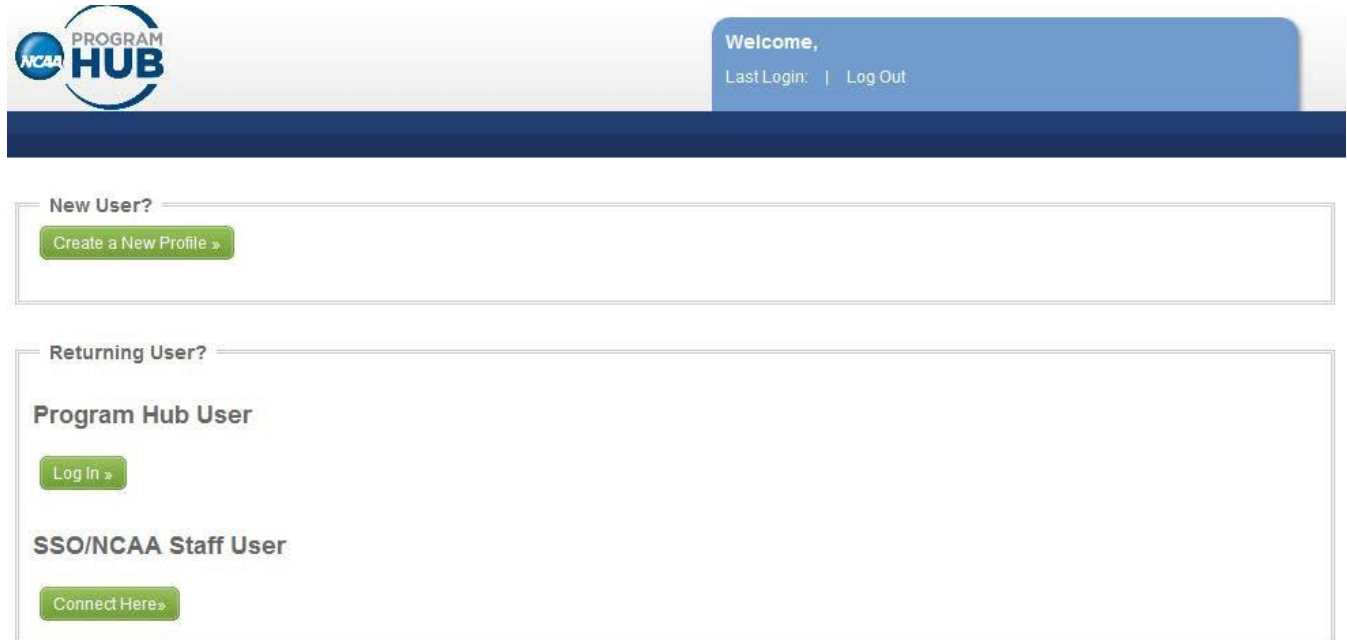


Figure 1 – Program Hub Welcome screen

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.

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Creating a Profile

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

The screenshot shows the 'Profile Builder' interface. At the top, a navigation bar includes 'Home', 'Profile' (selected), 'Applications', 'Prog Admin', and 'Email'. Below this, a progress bar shows four steps: 'Step 1: Login Information' (highlighted in orange), 'Step 2: Personal Information', 'Step 3: Institution and Role', and 'Step 4: Confirmation'. The main content area is titled 'Step 1: Login Information' and contains a form with the instruction 'Enter personal information below'. A note states '* indicates a required field'. The form fields are: Last Name * (Admin1), First Name * (Program), Middle Name (empty), E-mail Address * (program.admin1@test.edu), Re-type E-mail Address * (program.admin1@test.edu), Password (masked with dots), and Re-type Password (masked with dots). A password hint states 'Password is 6-12 chars, no email id or spaces allowed'. At the bottom right, there are two buttons: 'Save' and 'Save and Continue »'. A large black arrow points down to the 'Save and Continue »' button.

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.

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Step 2: Entering Personal Information

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

The screenshot shows the 'Profile Builder' interface. At the top, a navigation bar includes 'Home', 'Profile' (selected), 'Applications', 'Prog Admin', and 'Email'. Below this, a progress bar shows four steps: 'Step 1: Login Information', 'Step 2: Personal Information' (highlighted with an orange arrow and a black circle), 'Step 3: Institution and Role', and 'Step 4: Confirmation'. The main content area is titled 'Step 2: Personal Information' and contains a form with the heading 'Enter contact information below'. A note states '* indicates a required field'. The form fields are: Date of Birth * (04/12/1993), Phone * ((555)555-5555), Cell Phone ((555)555-5555), Name Badge * (Program Admin1), Gender (dropdown), Race/Ethnicity (dropdown), Address * (1234), City * (city), State (dropdown), Postal Code * (46060), Country * (United States), Primary Sport (dropdown), Dietary Needs (dropdown), and Special Accommodation (dropdown). At the bottom right, there are two buttons: 'Save' and 'Save and Continue »'.

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.

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Step 3: Entering Institution and Role Information

The screenshot shows the 'Profile Builder' interface with four steps: Step 1: Login Information, Step 2: Personal Information, Step 3: Institution and Role (highlighted), and Step 4: Confirmation. The 'Step 3: Institution and Role' section is titled 'Enter Institution and Role' and includes a legend: '* indicates a required field'. The form contains three main sections: 'Member School/Institution' with a dropdown menu labeled 'School/Institution'; 'Affiliate Organization' with a dropdown menu labeled 'Affiliate Organization' (set to 'NCAA') and a text field labeled 'Organization Name'; and 'Role/Title' with a dropdown menu labeled 'Institution Role/Title *' (set to 'Other') and a text field labeled 'Other Name'. At the bottom right, there are two buttons: 'Save' and 'Save and Continue »'.

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**.

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Step 4: Confirmation

Home Profile Applications Prog Admin Email

Profile Builder

Step 1: Login Information Step 2: Personal Information Step 3: Institution and Role Step 4: Confirmation

Step 4: Confirmation

Please Read

I understand that I am accessing the NCAA Registration Center, which is controlled and maintained by the NCAA. I understand that by accessing this site I agree to the terms and conditions governing use of this site and authorize the NCAA to use the information submitted for purposes related to registering me for, but not limited to, NCAA programs, scholarships, grants, awards, and committees. I understand that I am only to use this site for the purpose of registering for, but not limited to, NCAA programs, scholarships, grants, awards, and committees. Any attempts to use this site to harass or for other illegal or unauthorized purposes is strictly prohibited.

Please indicate that you understand the foregoing by checking the I Agree box below.

☒ I have read and affirm the above statement

You **must** check this box before proceeding.

Save Save and Continue >

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.

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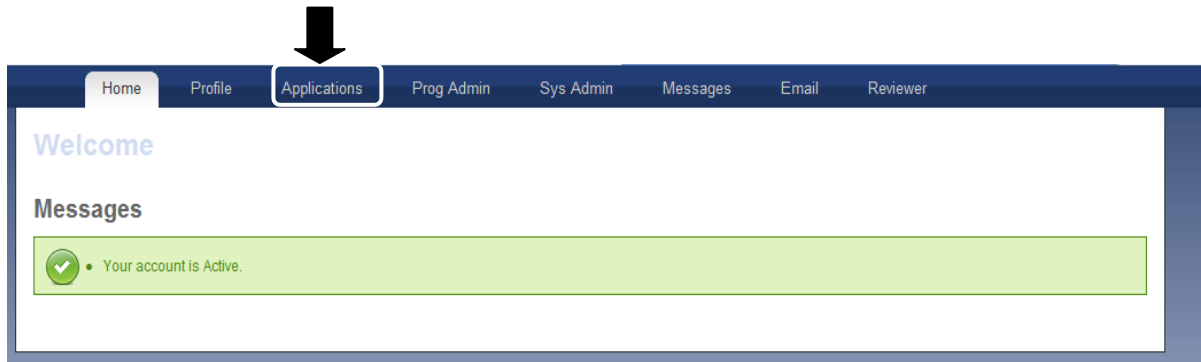


Figure 6 – Applications tab – Step 5: Applications

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

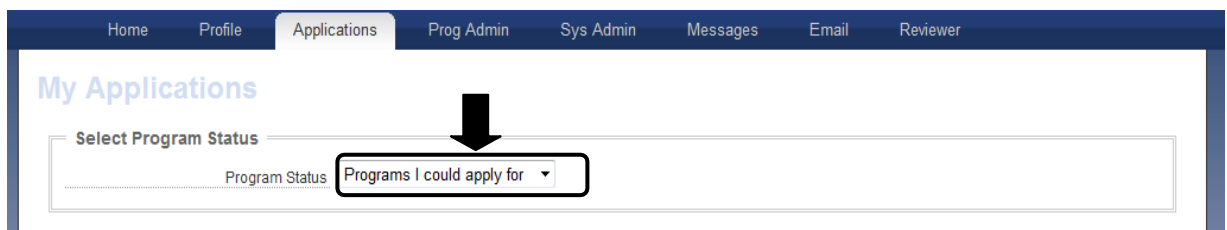


Figure 7 – Applications tab – Step 6: List of applications

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.