



# Accessing the Attestation of Compliance for Directors of Athletics for 2022-23

15 Steps

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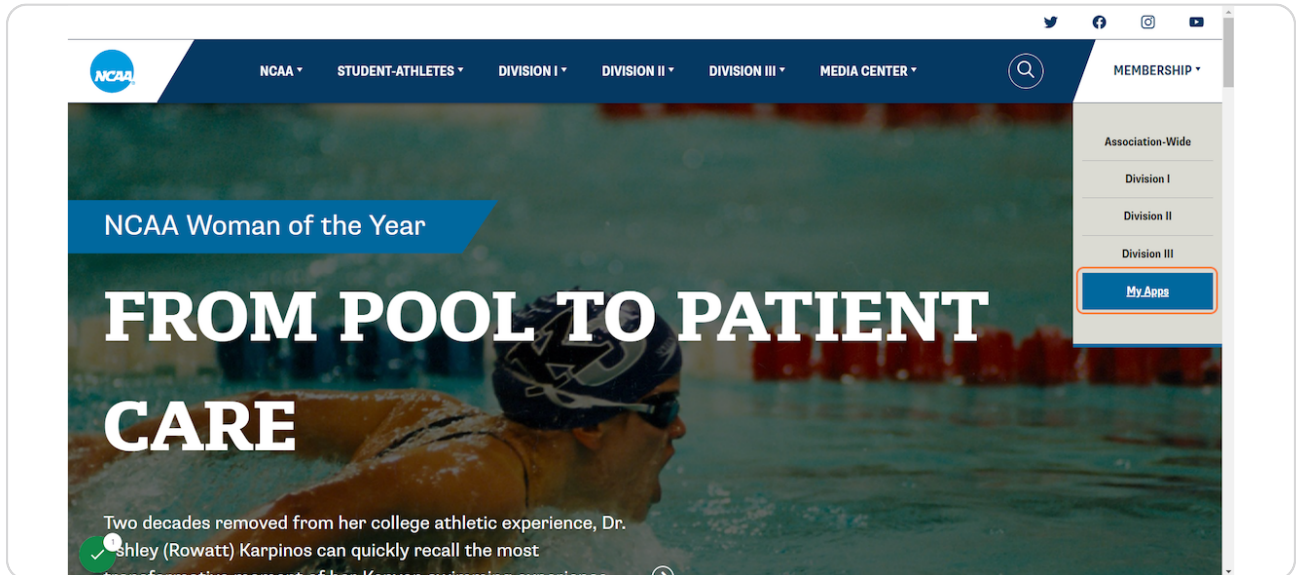
September 2, 2022

STEP 1

Go to [NCAA.org](https://www.ncaa.org) - Official Athletics Website

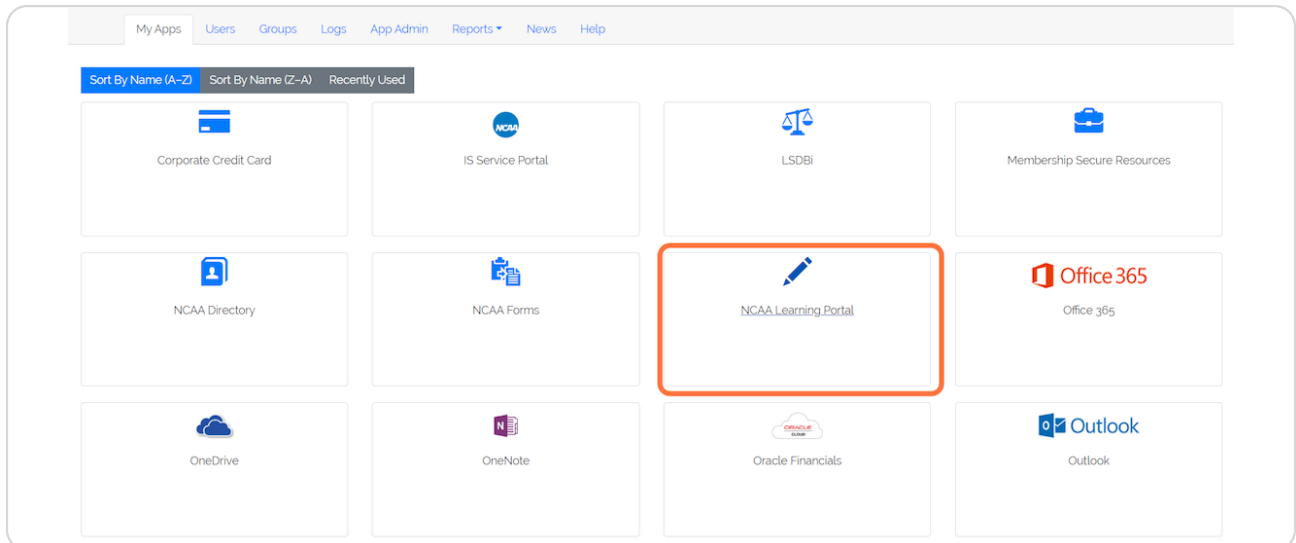
STEP 2

Under the MEMBERSHIP tab, click on My Apps.



STEP 3

After logging in to MyApps, click on NCAA Learning Portal.



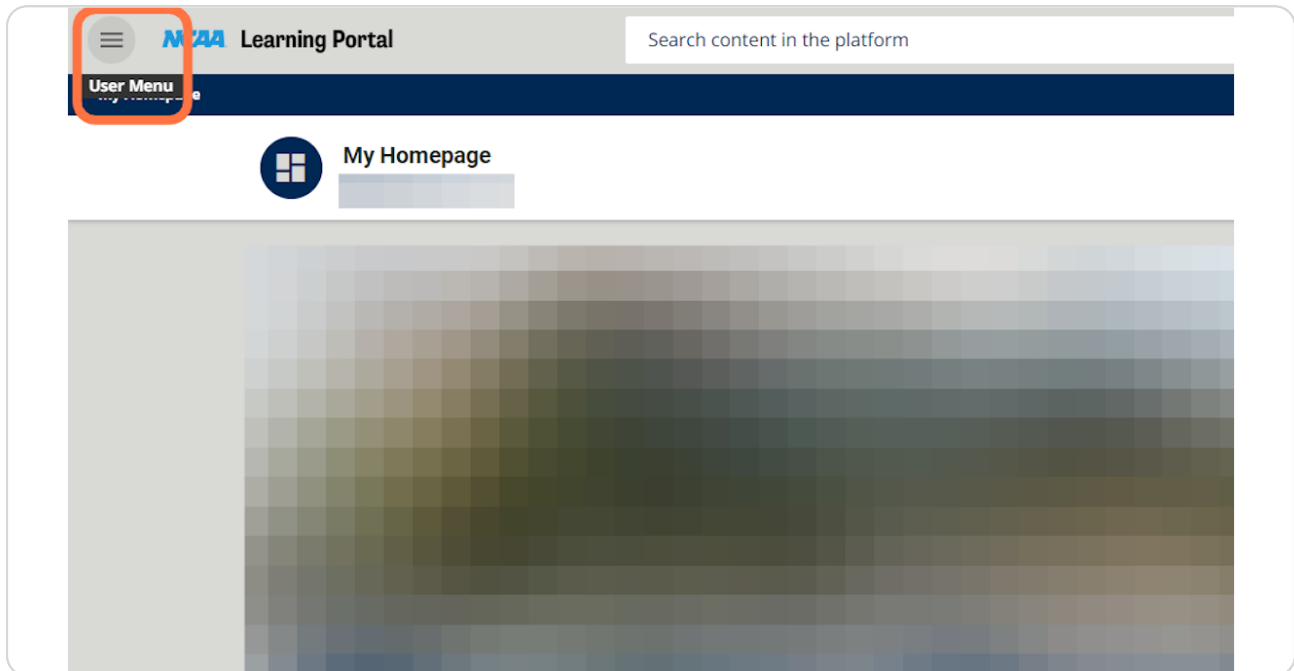
## STEP 4

### Authenticator App for E-signature

An e-signature is required to complete this course. You must verify your identity through an Authenticator App. Below are the steps for pairing your authenticator app.

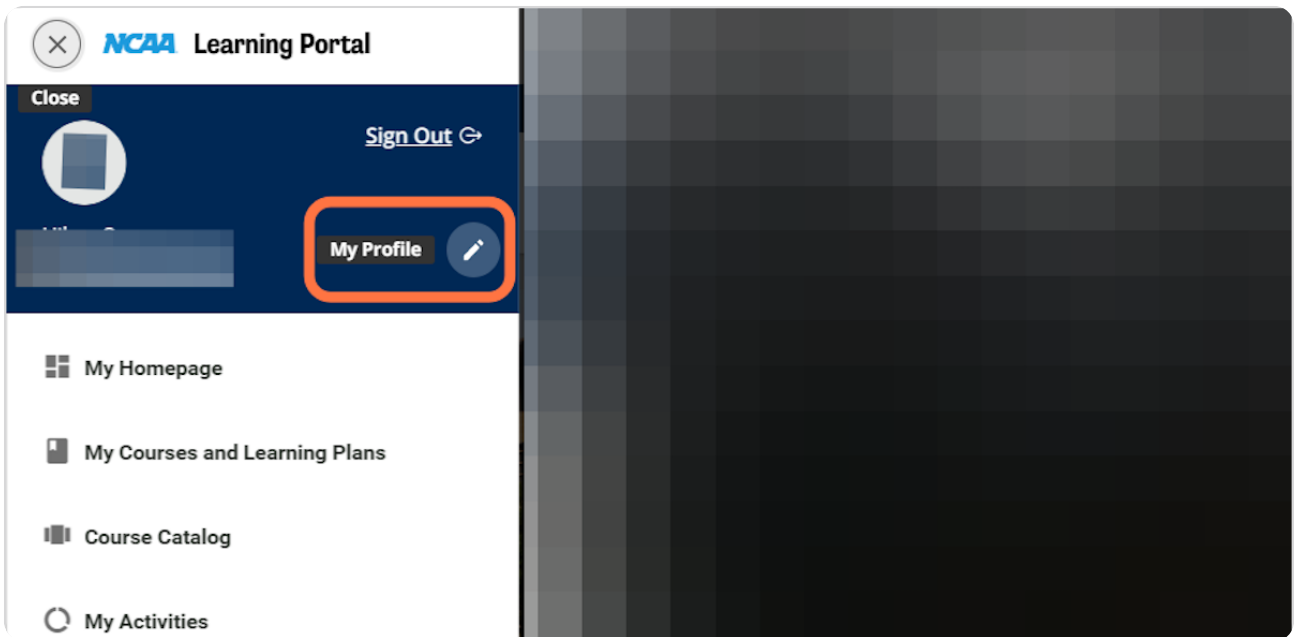
## STEP 5

Click on User Menu at the top left of the screen.



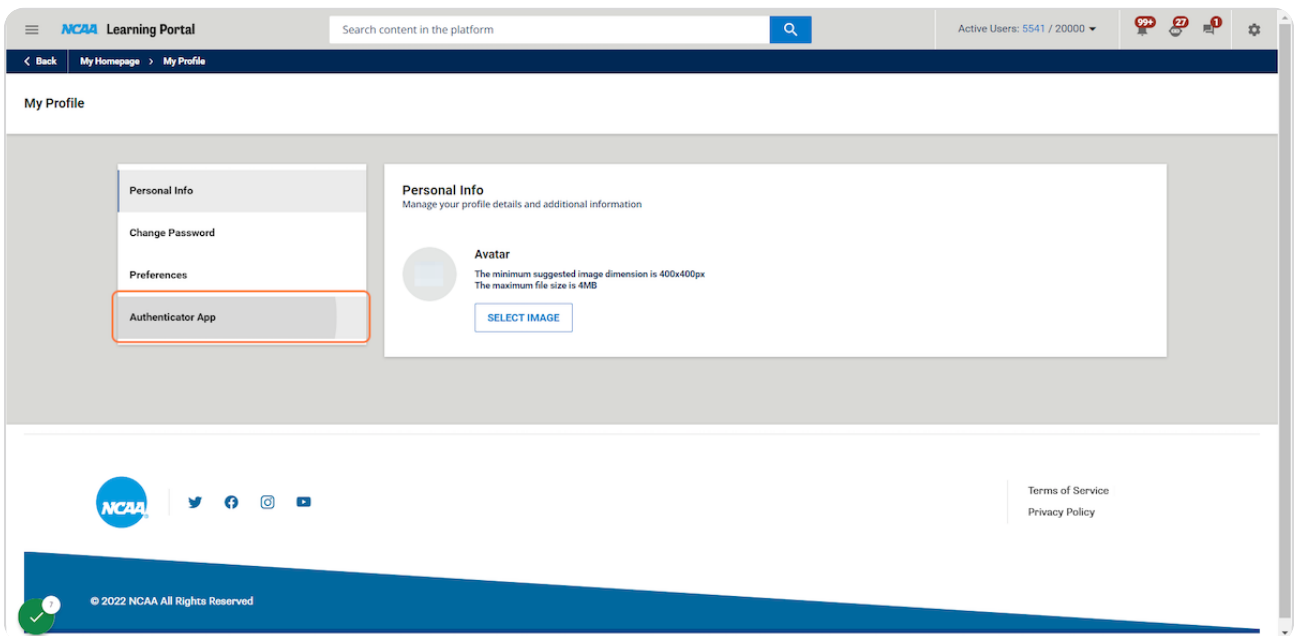
STEP 6

Click on My Profile.



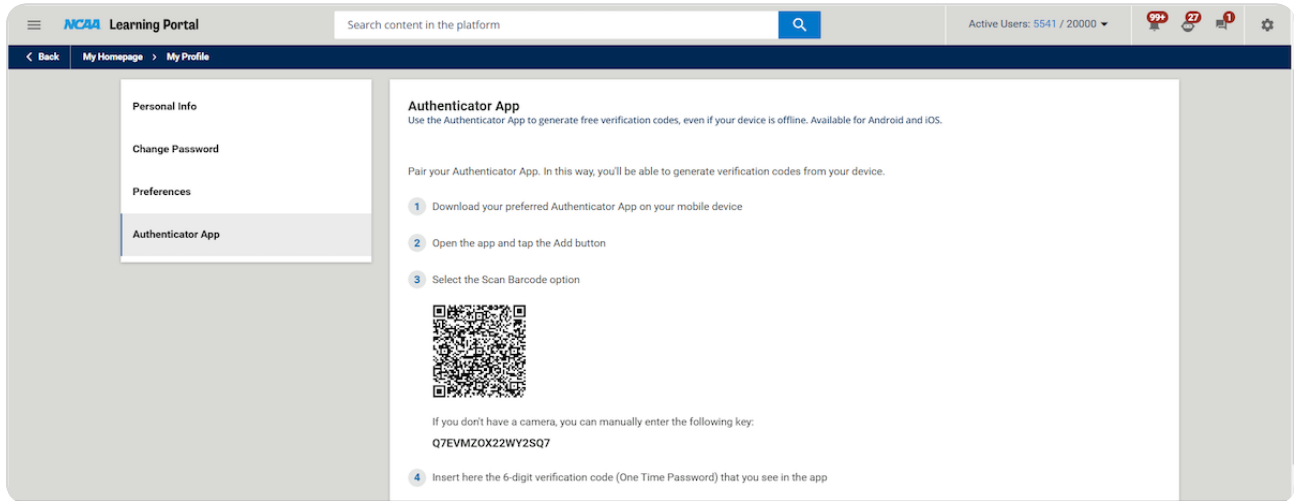
STEP 7

Click on Authenticator App.



## STEP 8

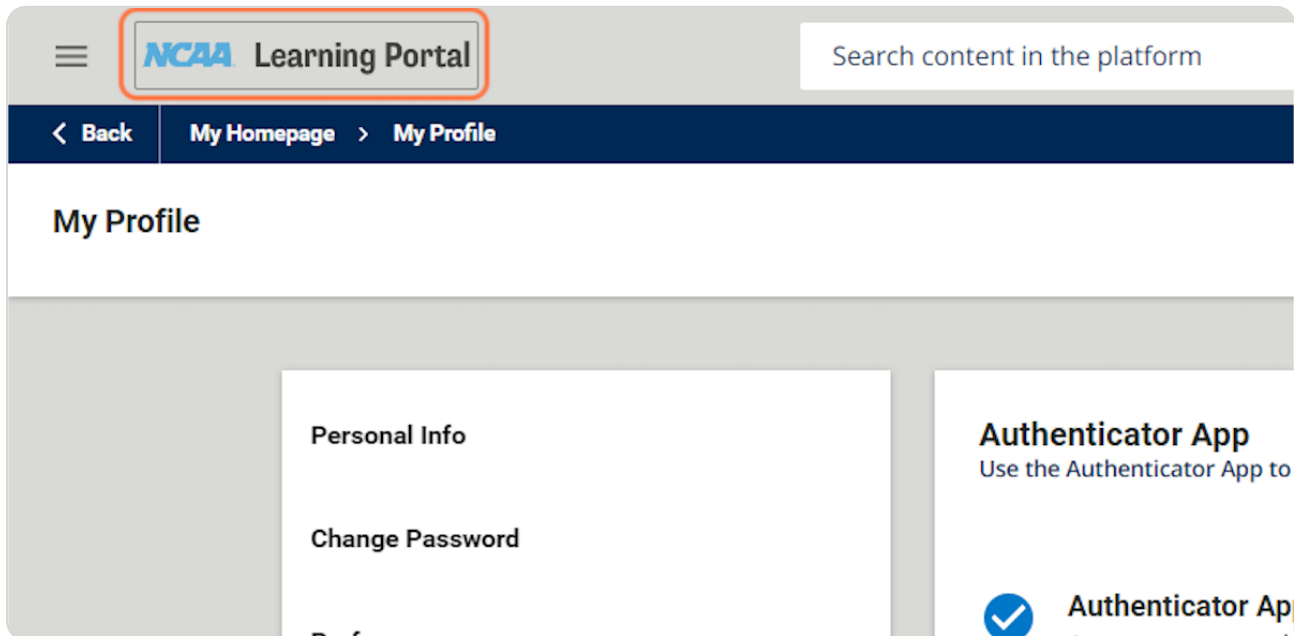
Follow the directions provided on this screen for pairing your authenticator app.



The screenshot shows the 'Authenticator App' setup page in the NCAA Learning Portal. The page title is 'Authenticator App' and it includes instructions: 'Use the Authenticator App to generate free verification codes, even if your device is offline. Available for Android and iOS.' Below this, it says 'Pair your Authenticator App. In this way, you'll be able to generate verification codes from your device.' There are three numbered steps: 1. Download your preferred Authenticator App on your mobile device; 2. Open the app and tap the Add button; 3. Select the Scan Barcode option. A QR code is displayed for scanning. Below the QR code, it says 'If you don't have a camera, you can manually enter the following key: Q7EVMZOX22WY2SQ7'. Step 4 is 'Insert here the 6-digit verification code (One Time Password) that you see in the app'. The left sidebar shows 'Authenticator App' as the selected option under 'My Profile'.

## STEP 9

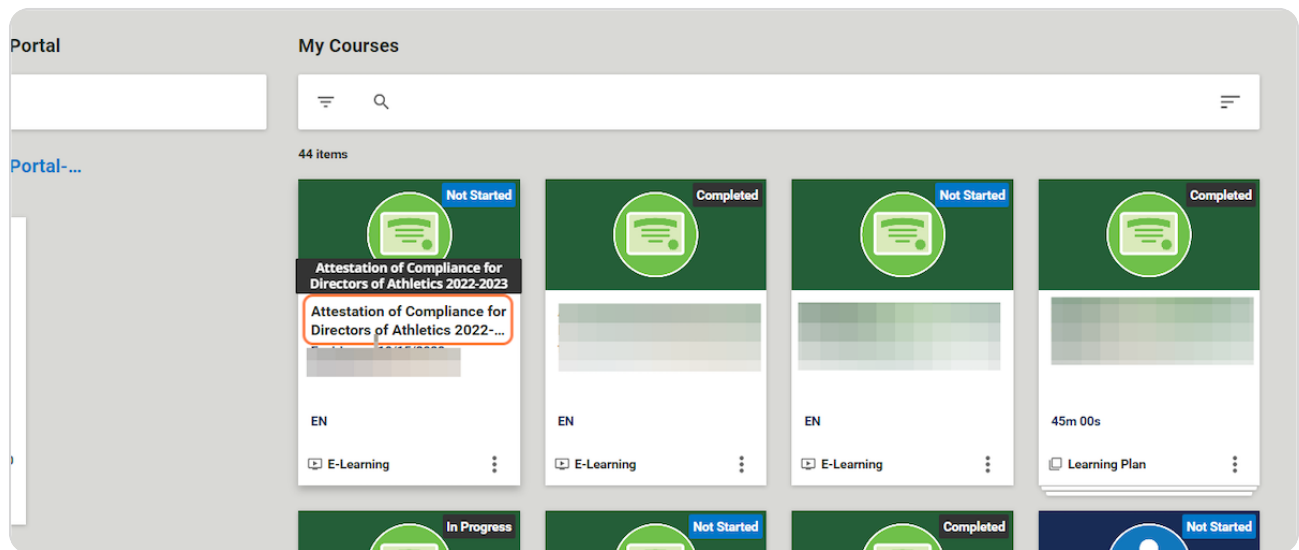
After pairing your device, select the NCAA Learning Portal icon at the top of the screen to return to your homepage.



The screenshot shows the 'My Profile' page in the NCAA Learning Portal. The 'NCAA Learning Portal' logo is highlighted with an orange box in the top navigation bar. Below the navigation bar, the page title is 'My Profile'. The main content area shows a list of options: 'Personal Info', 'Change Password', and 'Authenticator App'. The 'Authenticator App' option is marked with a blue checkmark, indicating it is successfully paired.

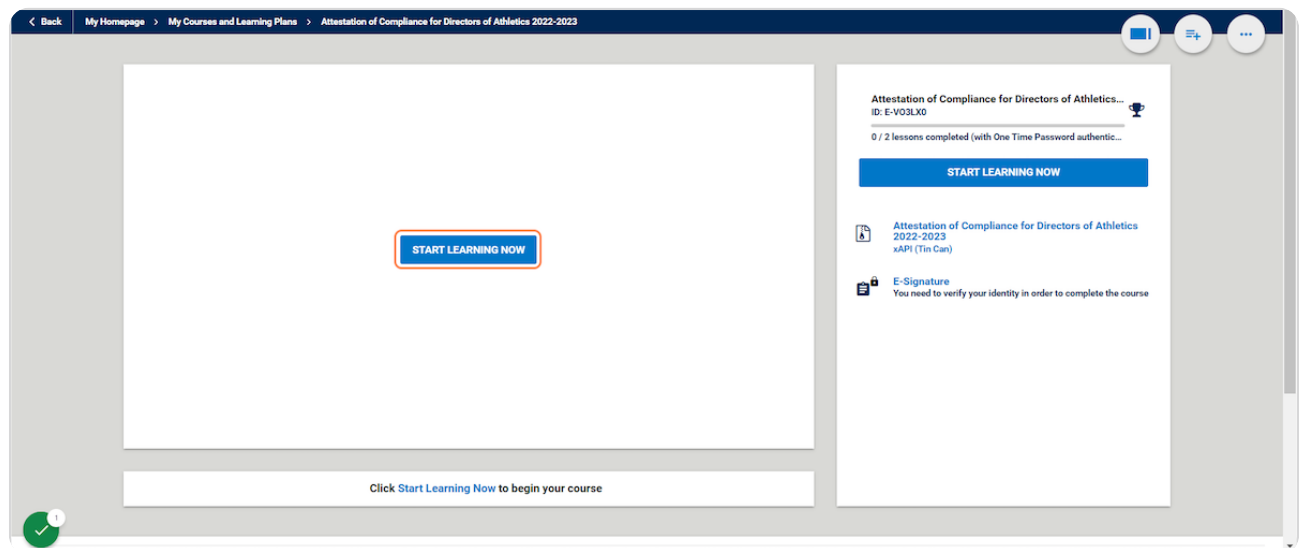
STEP 10

Click on Attestation of Compliance for Directors of Athletics 2022-2023.



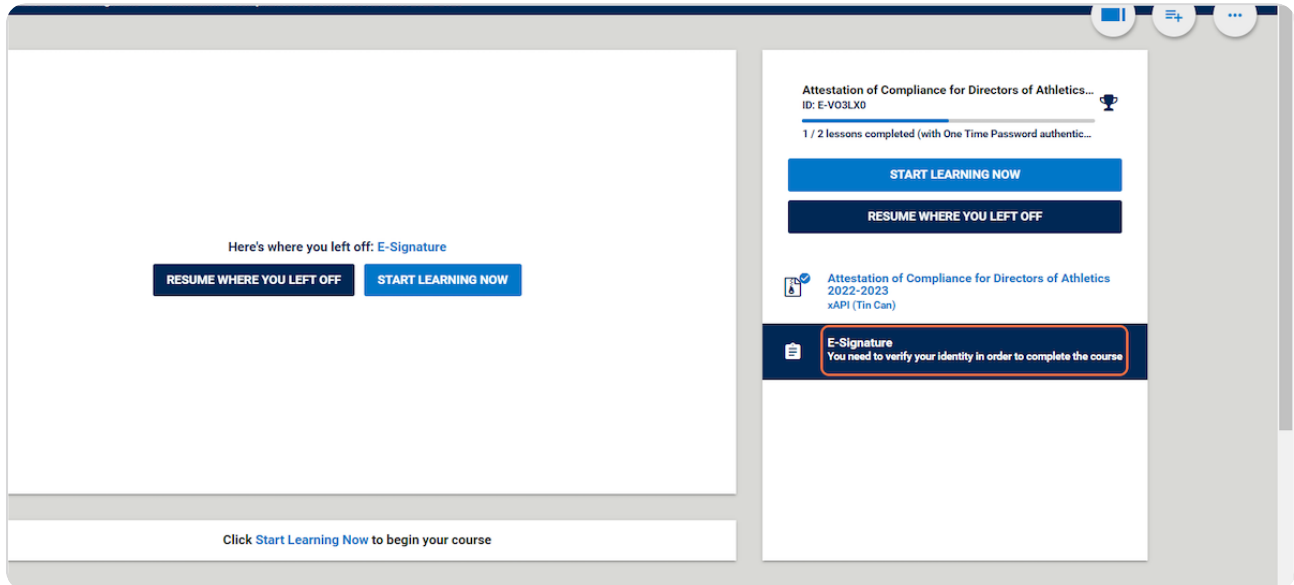
STEP 11

Click on START LEARNING NOW.



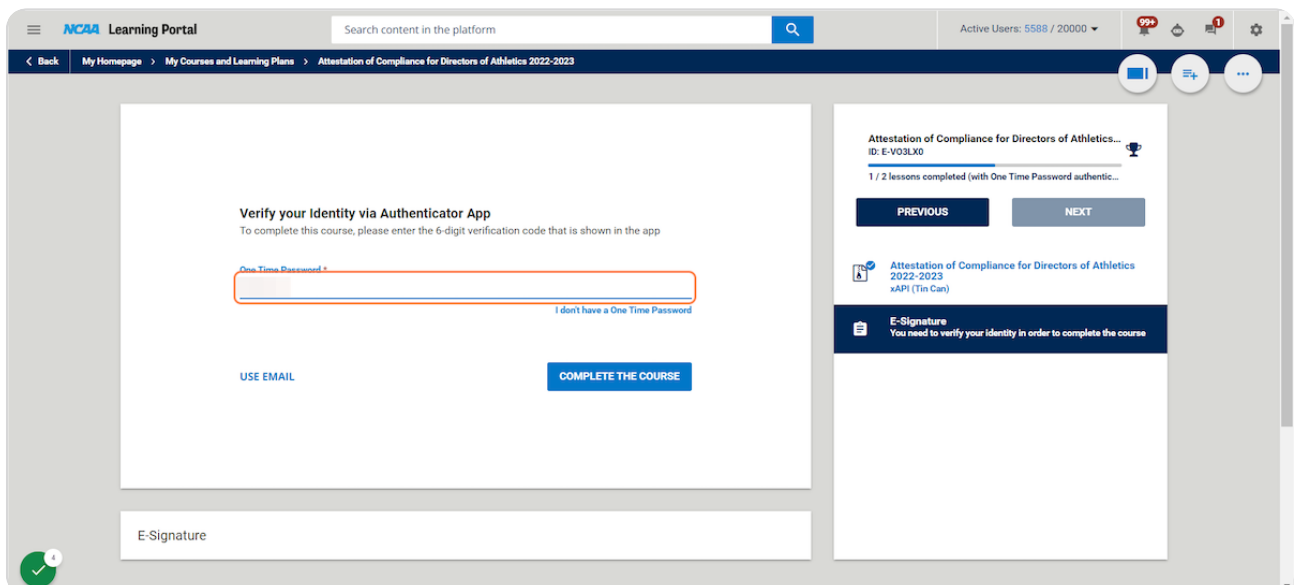
## STEP 12

After completing the Attestation of Compliance material, you will now be able to access the E-Signature section of the course. Click on E-Signature.



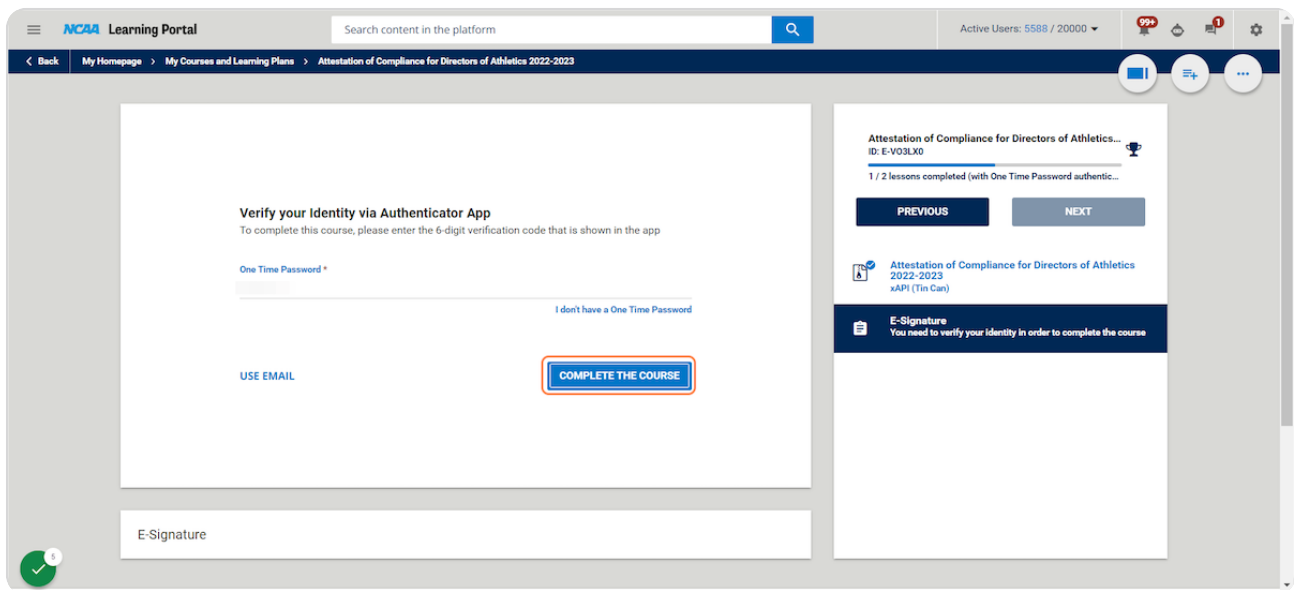
## STEP 13

Verify your identity using your Authenticator App. You may also elect to have the One Time Password sent to your email by selecting USE EMAIL.



## STEP 14

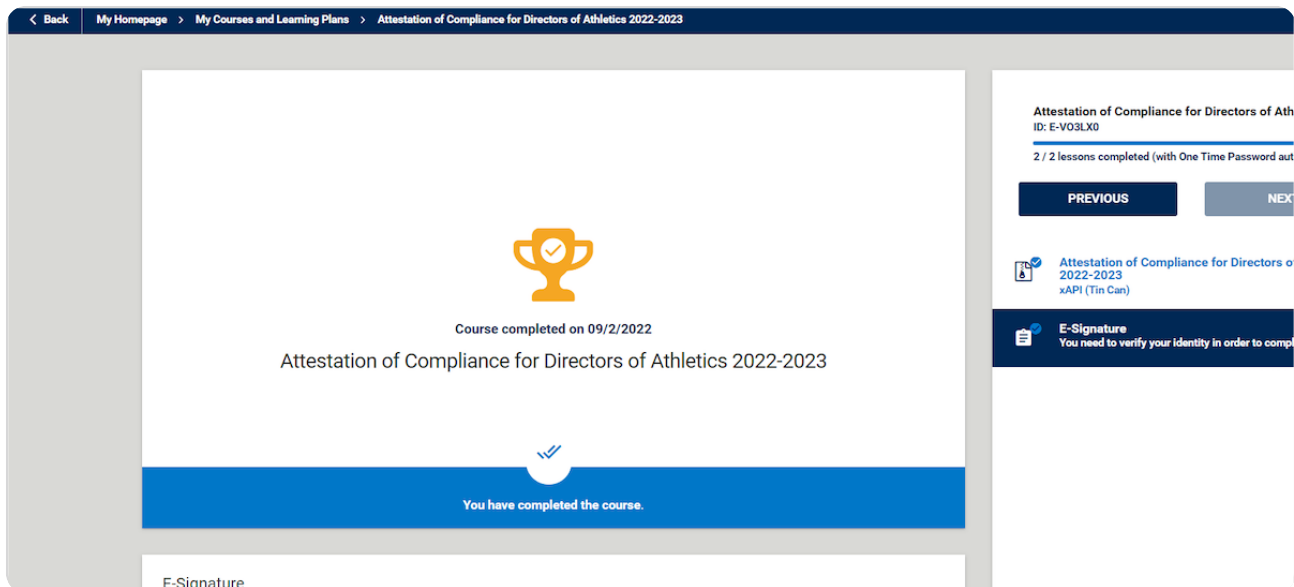
After entering the One Time Password, click on **COMPLETE THE COURSE**.



The screenshot shows the NCAA Learning Portal interface. The main content area displays a verification step: "Verify your Identity via Authenticator App". Below this, there is a text input field for the "One Time Password" and a "USE EMAIL" link. A blue button labeled "COMPLETE THE COURSE" is highlighted with a red rectangular box. The right sidebar shows course progress: "Attestation of Compliance for Directors of Athletics... ID: E-V03LX0" with "1 / 2 lessons completed (with One Time Password authentic...)". Below this are "PREVIOUS" and "NEXT" buttons, and a section for "E-Signature" with the instruction "You need to verify your identity in order to complete the course".

## STEP 15

Thank you for completing the **Attestation of Compliance for Directors of Athletics for 2022-23**.



The screenshot shows the completion screen in the NCAA Learning Portal. The main content area features a large orange trophy icon with a checkmark inside. Below the icon, it says "Course completed on 09/2/2022" and "Attestation of Compliance for Directors of Athletics 2022-2023". At the bottom of the main area, a blue bar contains a checkmark icon and the text "You have completed the course." The right sidebar shows updated progress: "2 / 2 lessons completed (with One Time Password aut)". The "E-Signature" section is still visible with the instruction "You need to verify your identity in order to complete the course".



