

# Accessing the Attestation of Compliance for Directors of Athletics

This job aid provides step-by-step instructions on how to access and complete the Attestation of Compliance for Directors of Athletics course.

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Created by  
NCAA

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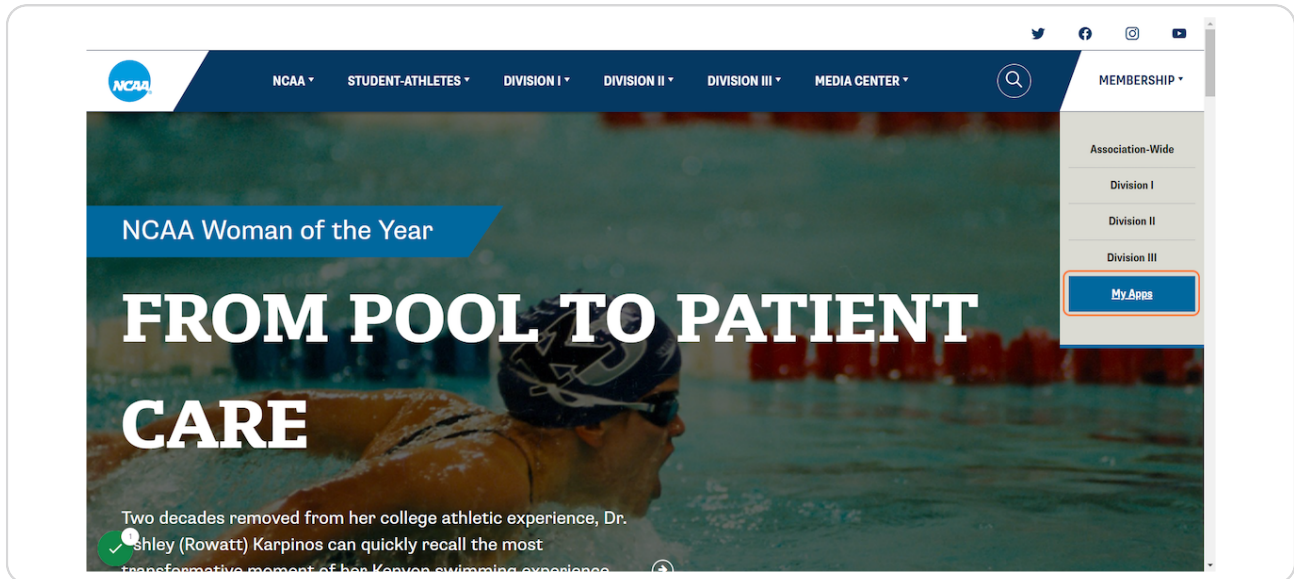
Last Updated  
July 14, 2023

## STEP 1

Go to [NCAA.org](https://www.ncaa.org)

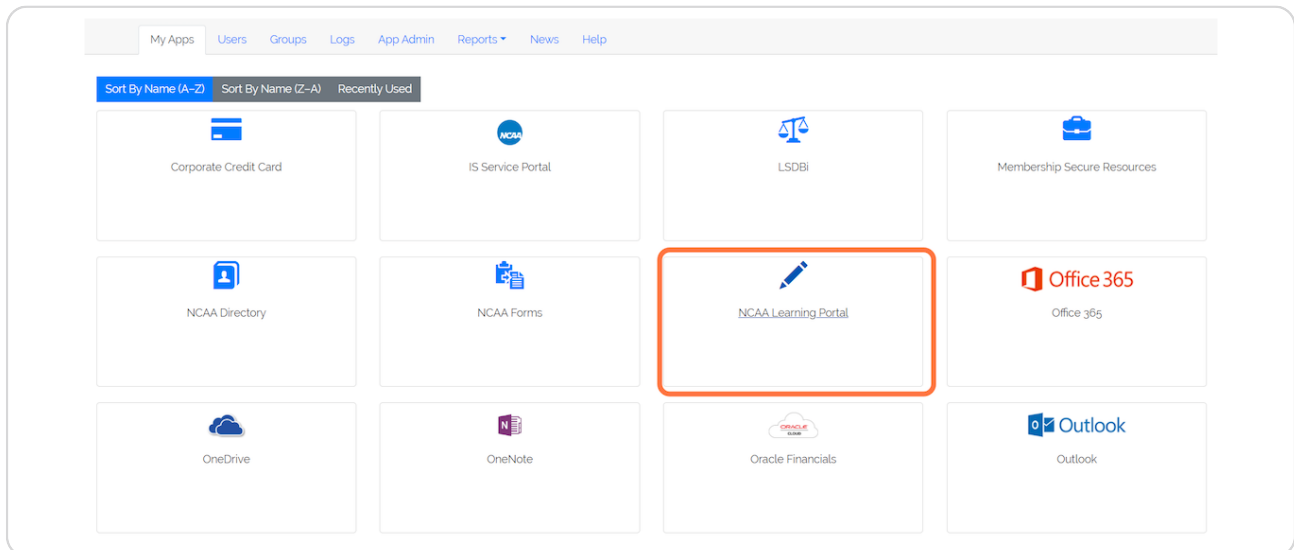
## STEP 2

Under the **MEMBERSHIP** tab, click on **My Apps**.



## STEP 3

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



# # Setting-Up Authenticator App for E-Signature

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## STEP 4

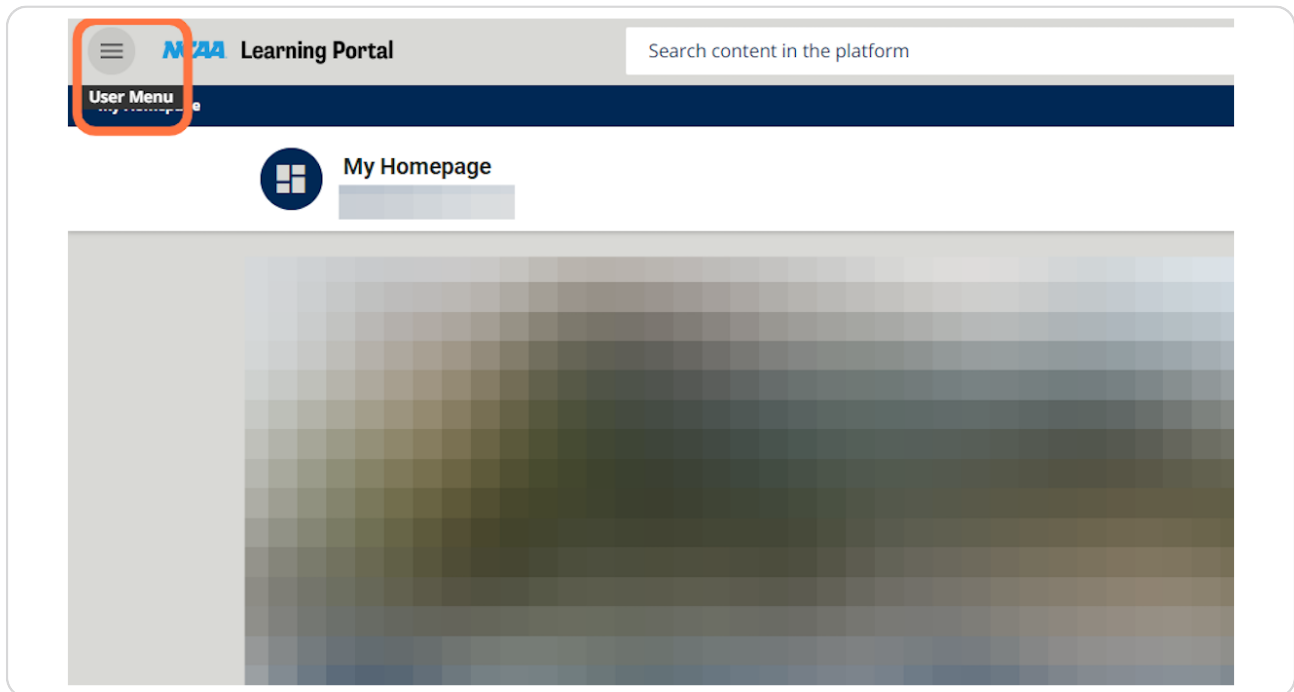
### Authenticator App for E-signature

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.

**NOTE:** If you previously paired an authenticator app with the NCAA Learning Portal, you may skip to step 9. If you are unsure which app you paired, you may use the email option offered to send the one time password required in step 13.

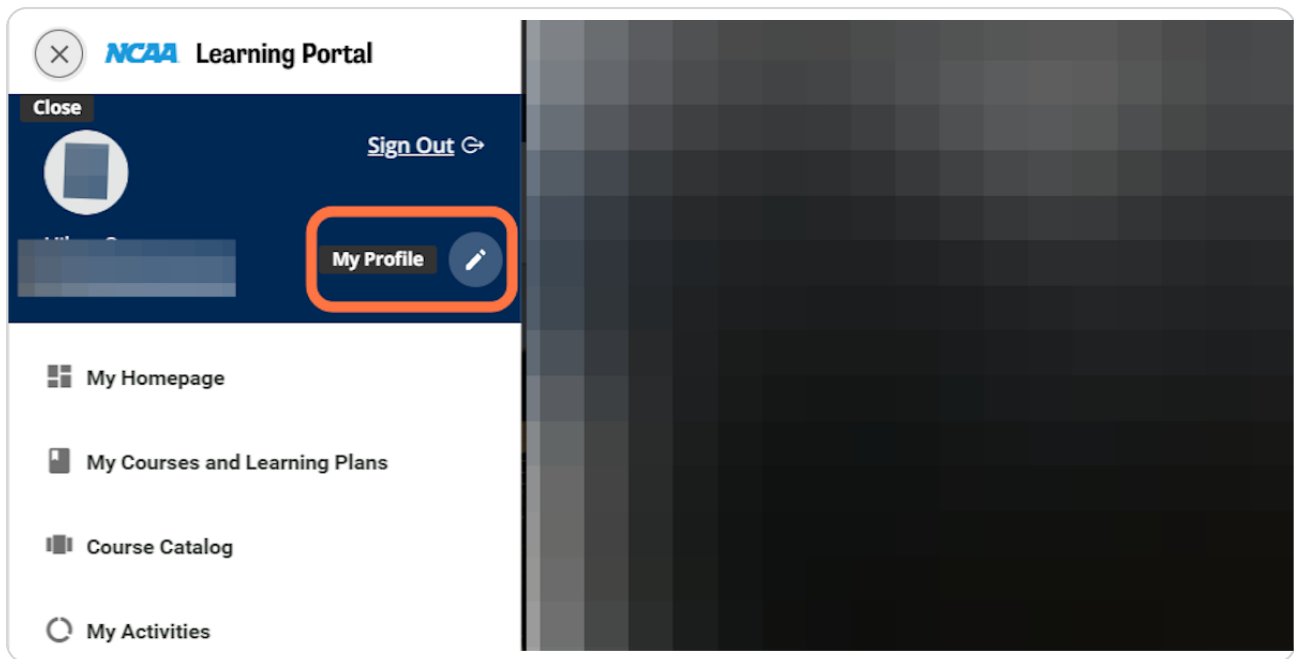
## STEP 5

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



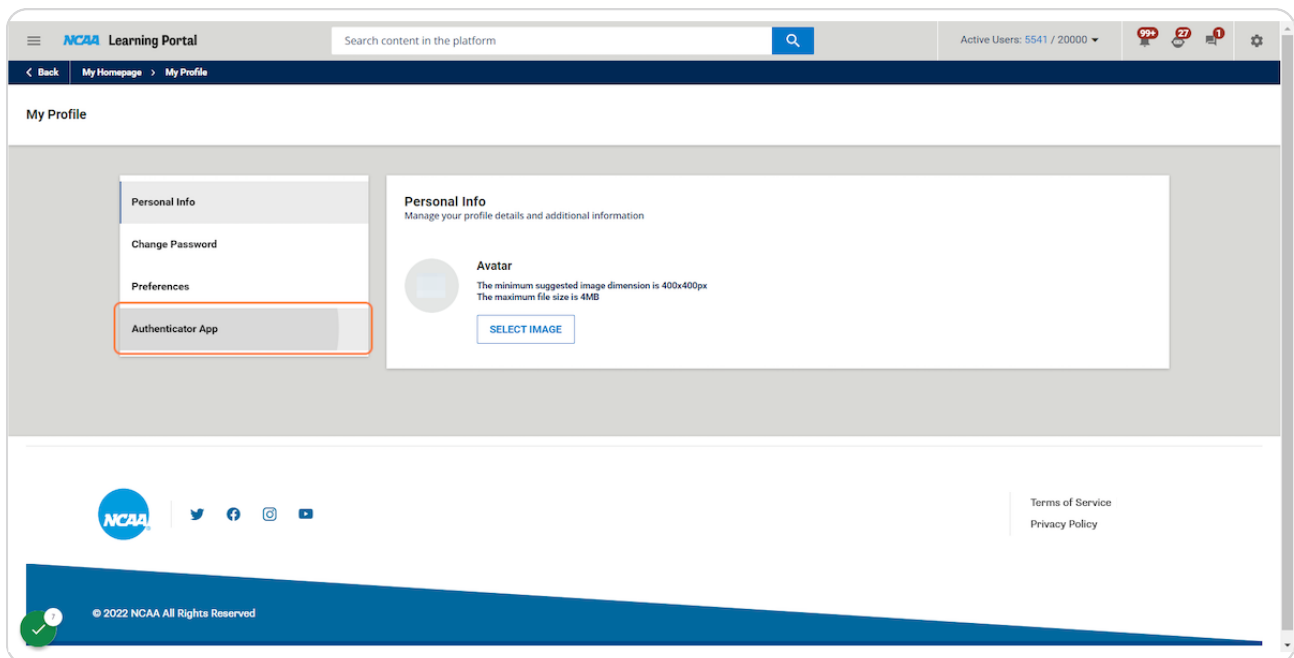
## STEP 6

Click on My Profile.



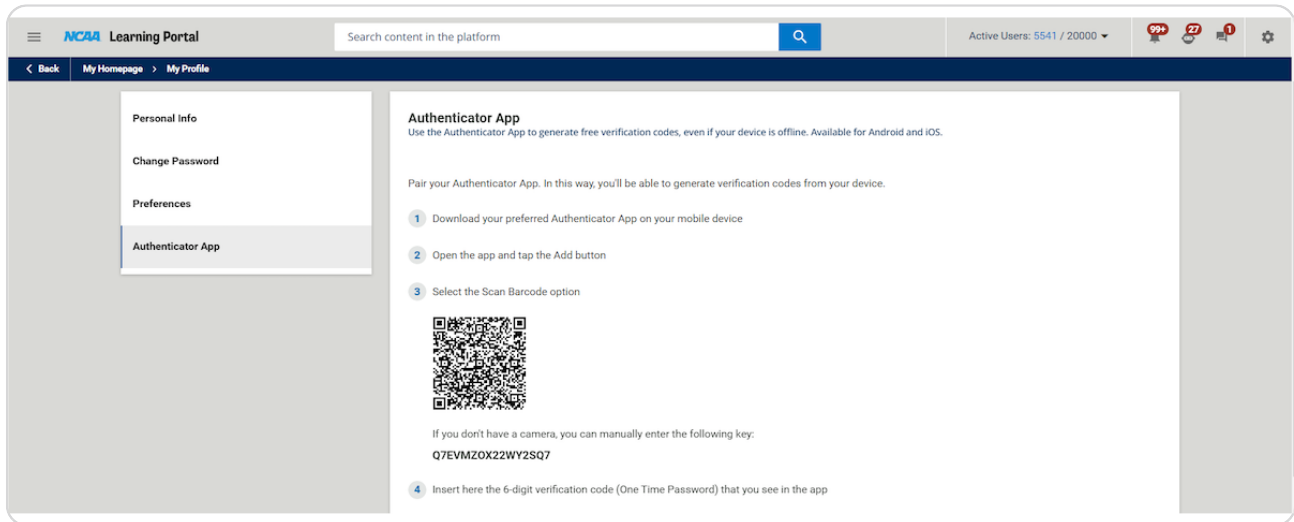
## STEP 7

Click on Authenticator App.



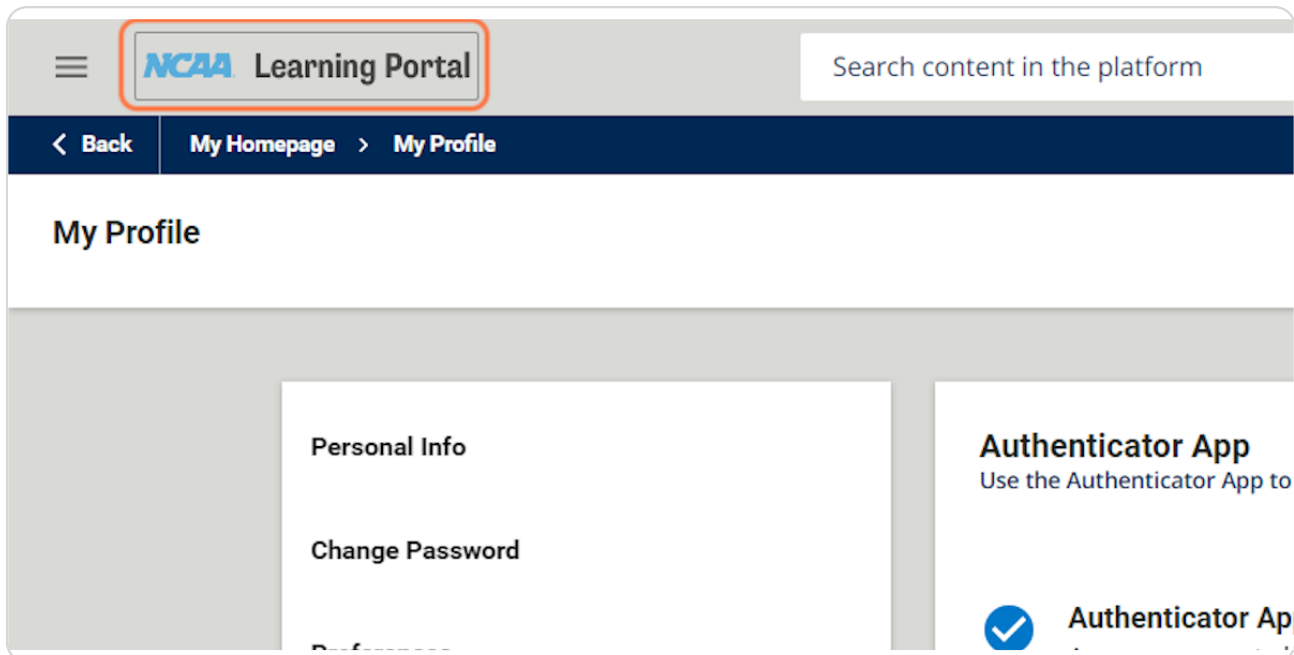
## STEP 8

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



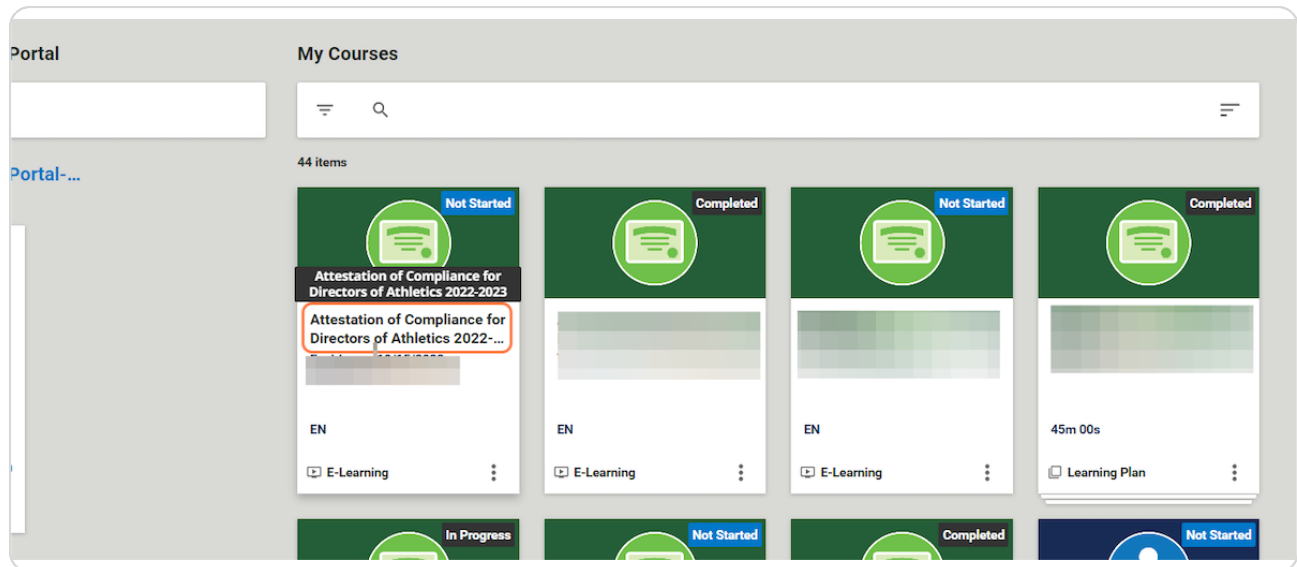
## STEP 9

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



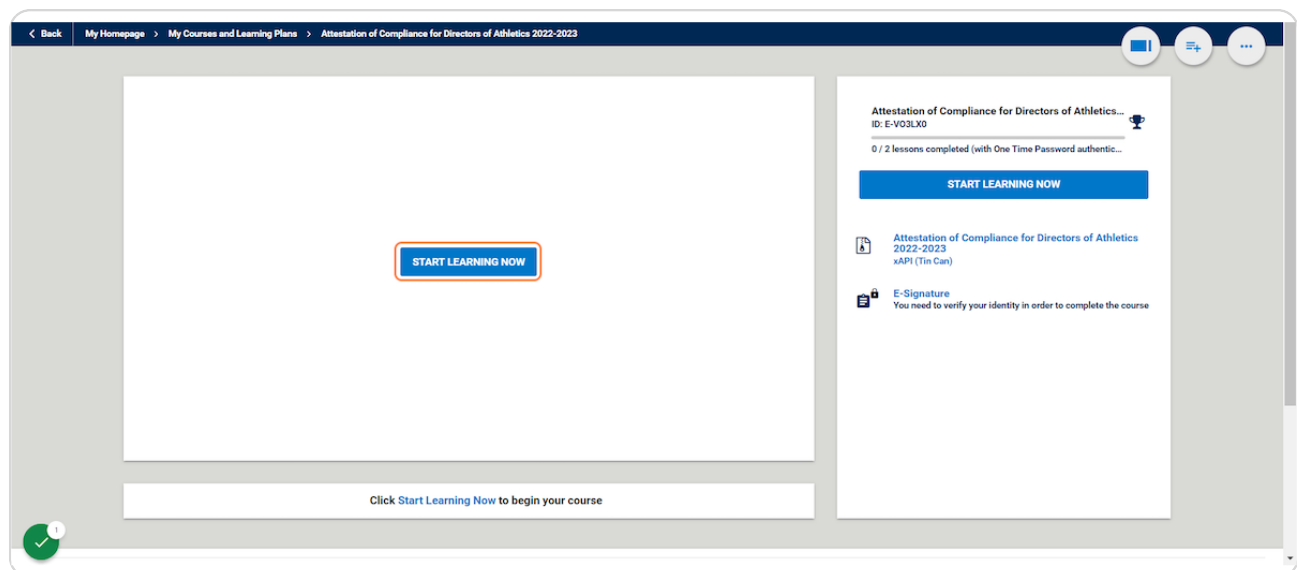
## STEP 10

Click on Attestation of Compliance for Directors of Athletics course



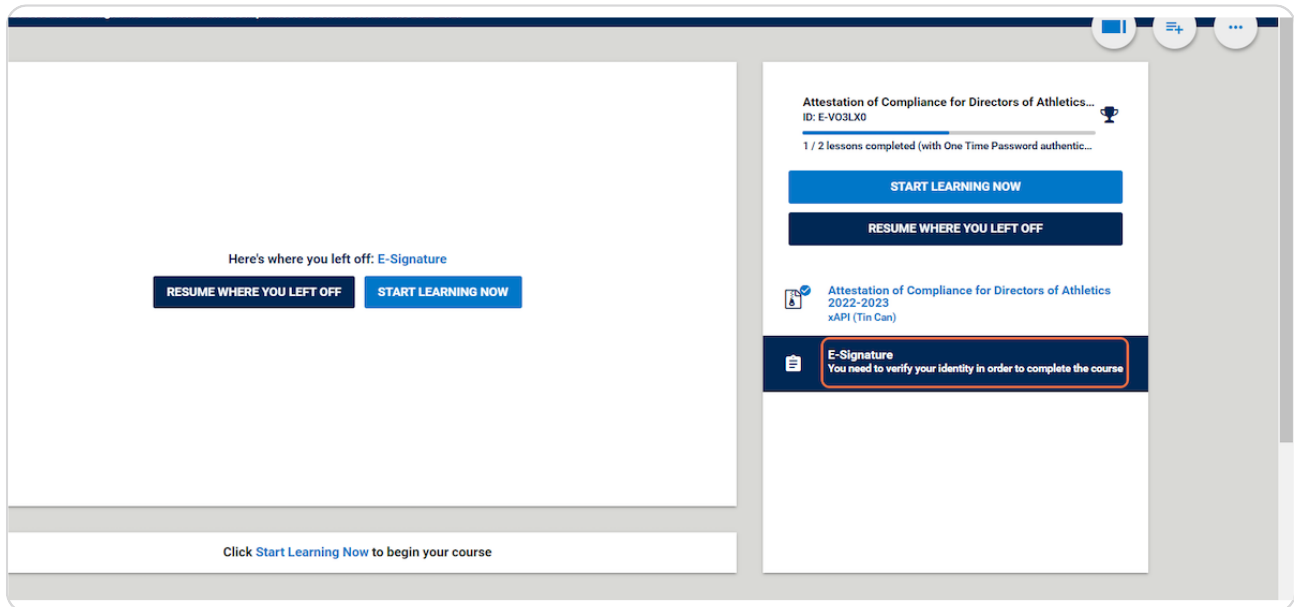
## STEP 11

Click on START LEARNING NOW.



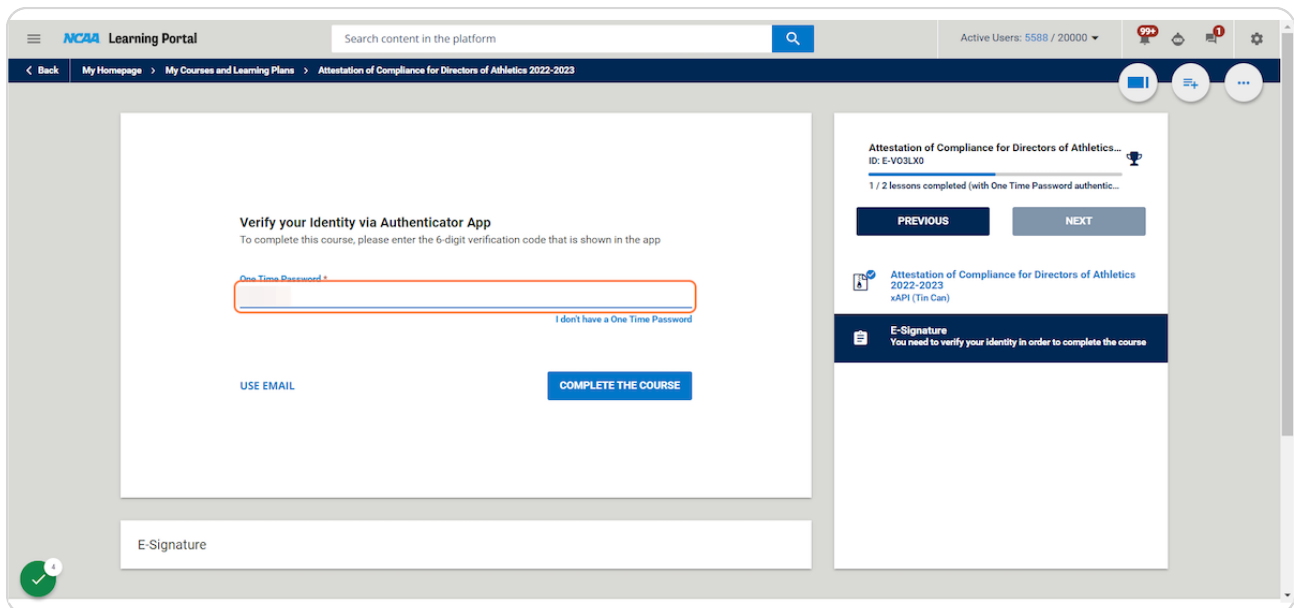
## STEP 12

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.



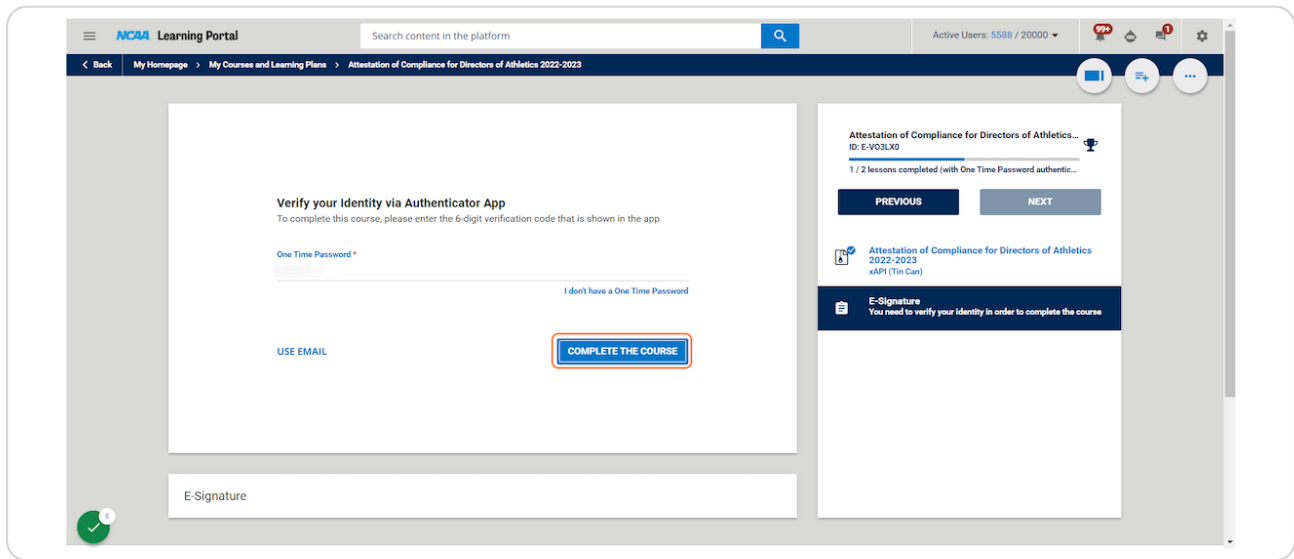
## STEP 13

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 top navigation bar includes the NCAA logo, a search bar, and user information. The main content area is titled 'Verify your Identity via Authenticator App'. It contains a text input field for the 'One Time Password', a link for 'I don't have a One Time Password', and a 'USE EMAIL' link. A red-bordered button labeled 'COMPLETE THE COURSE' is highlighted. To the right, a sidebar displays course progress for 'Attestation of Compliance for Directors of Athletics...' and includes 'PREVIOUS' and 'NEXT' buttons. At the bottom left, there is an 'E-Signature' field.

## STEP 15

Thank you for completing the Attestation of Compliance for Directors of Athletics.



If you have questions on the instructions above, or if you have technical issues with the NCAA Learning Portal, contact [webhelpdesk@ncaa.org](mailto:webhelpdesk@ncaa.org).



