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.
STEP 1
Go to 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

**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.

![Image of E-Signature section]

Click Start Learning Now to begin your course.

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.

![Image of Authenticator App and One Time Password options]

Verify your identity via Authenticator App
To complete this course, please enter the 6-digit verification code that is shown in the app:

One Time Password

I don't have a One Time Password

USE EMAIL

COMPLETE THE COURSE
STEP 14
After entering the One Time Password, click on COMPLETE THE COURSE.

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.