

Accessing the Attestation of Compliance for Presidents and Chancellors

This job aid provides step-by-step instruction on accessing the annual Attestation of Compliance for Presidents and Chancellors.

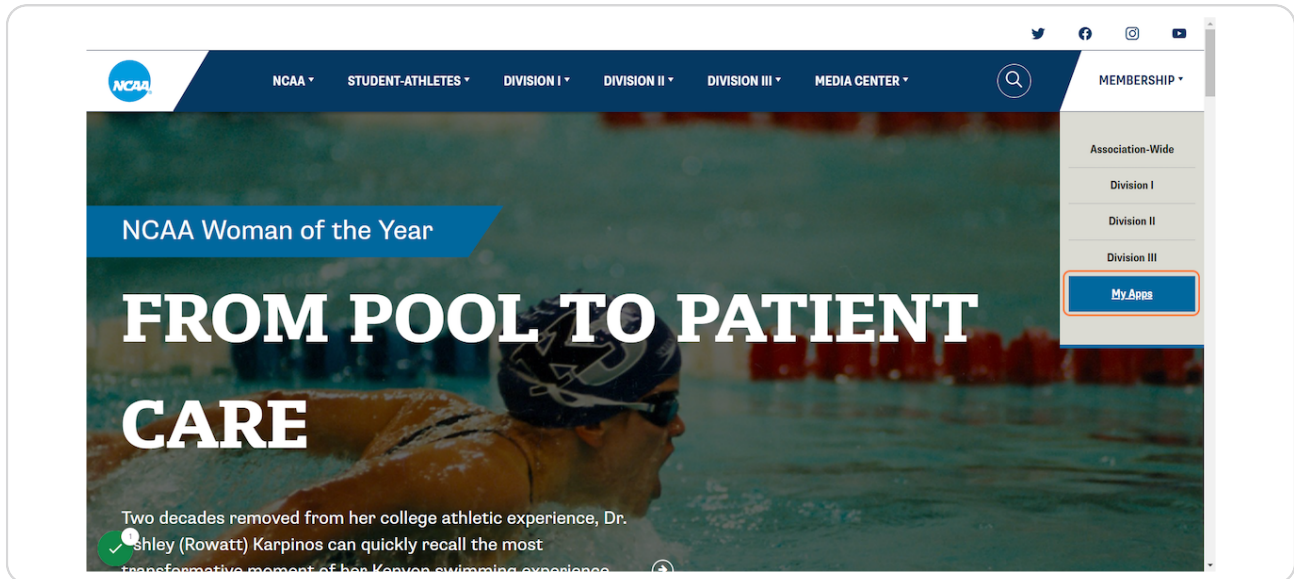
Created by	Creation Date	Last Updated
NCAA	July 12, 2023	July 14, 2023

STEP 1

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

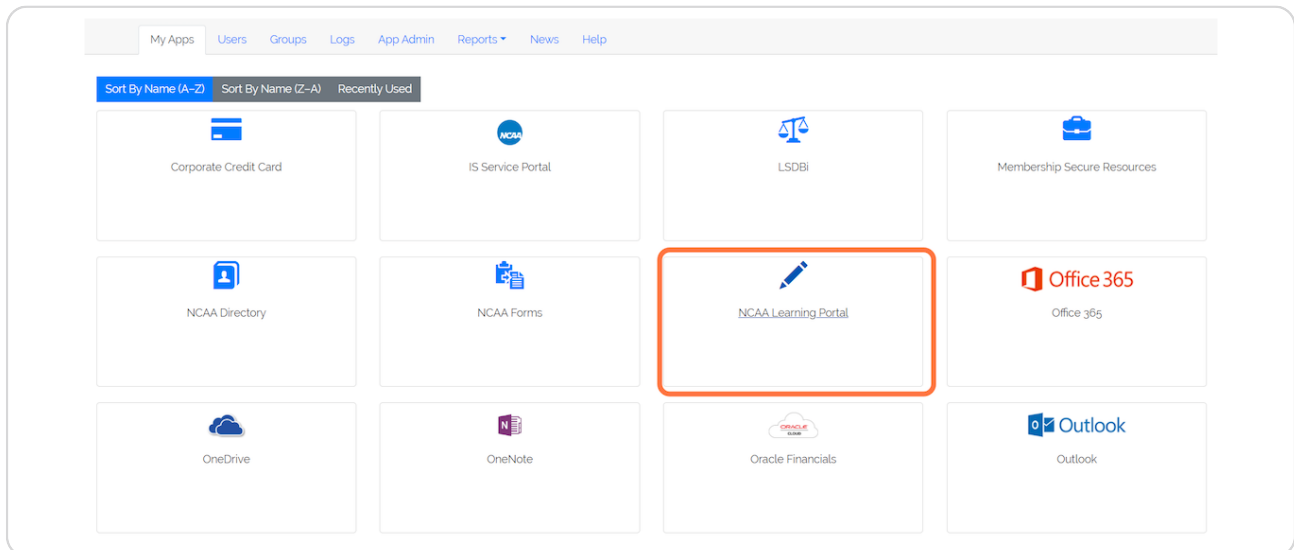
STEP 2

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

STEP 4

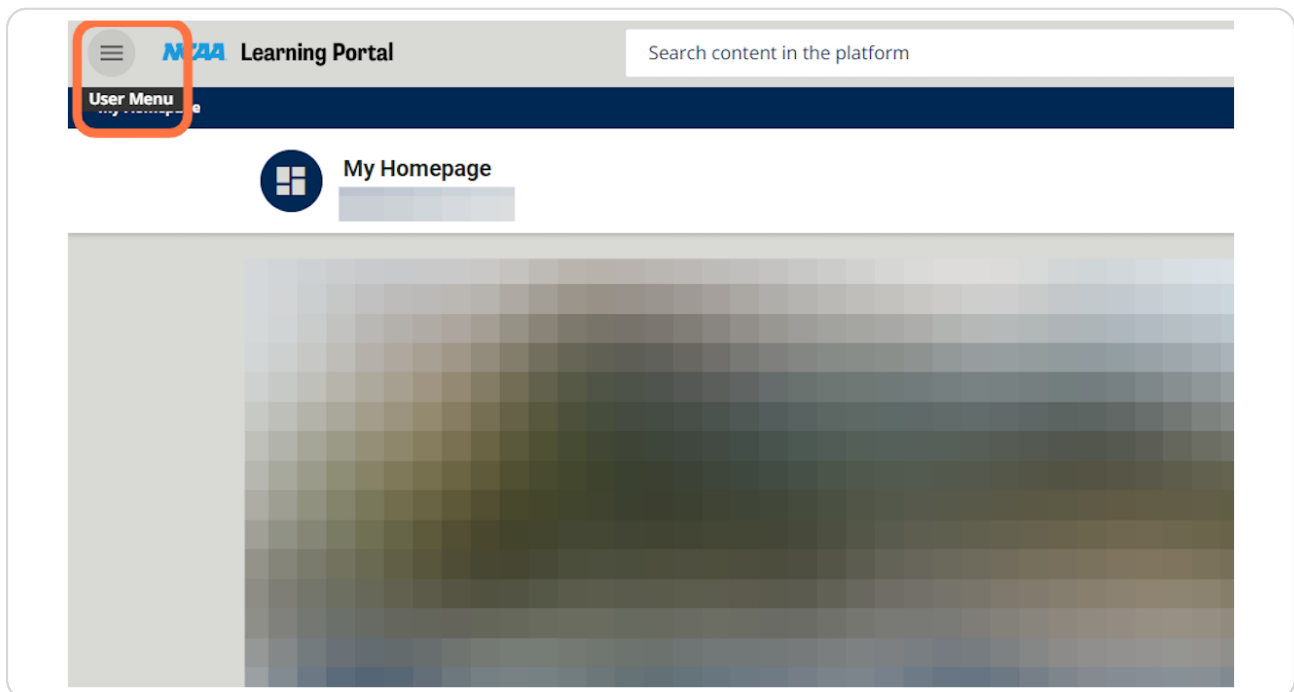
Authenticator App for E-signature

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.

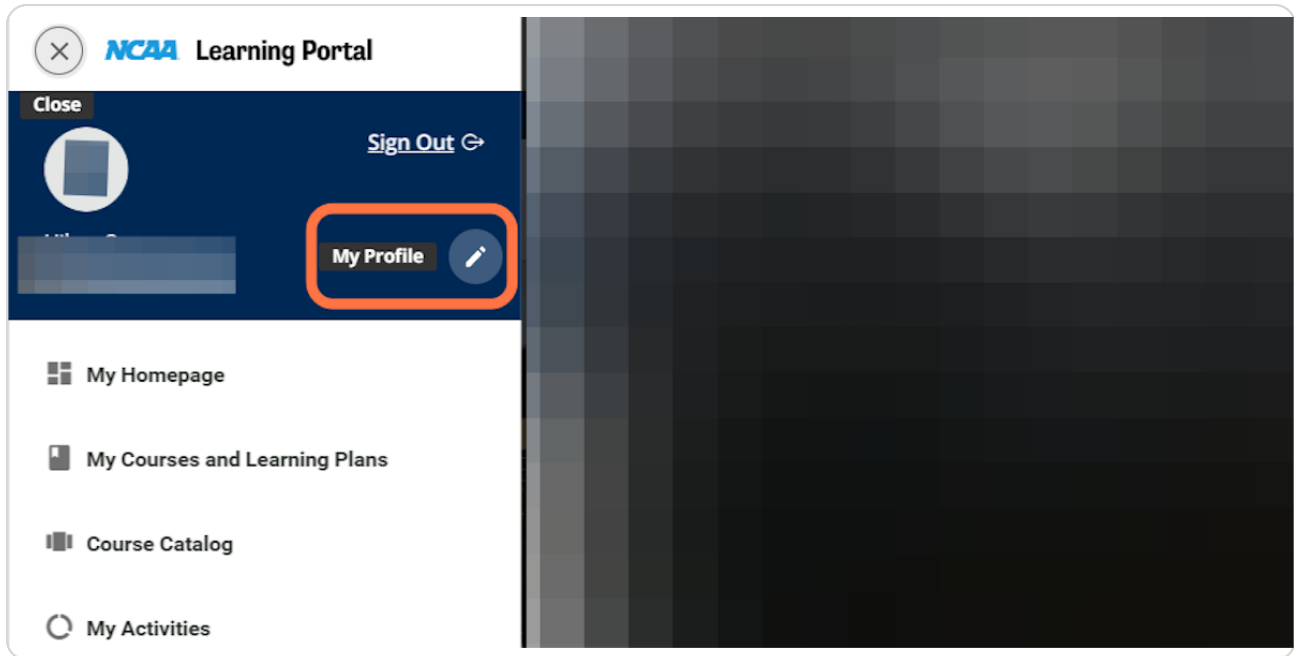
STEP 5

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



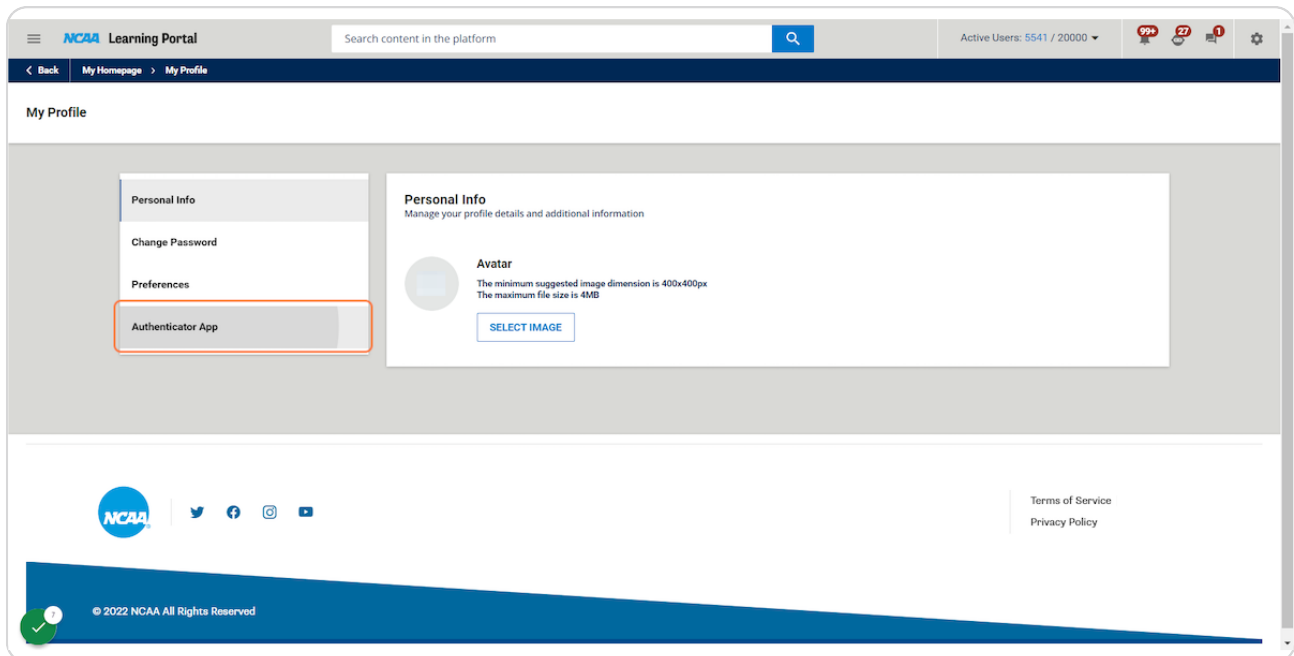
STEP 6

Click on My Profile.



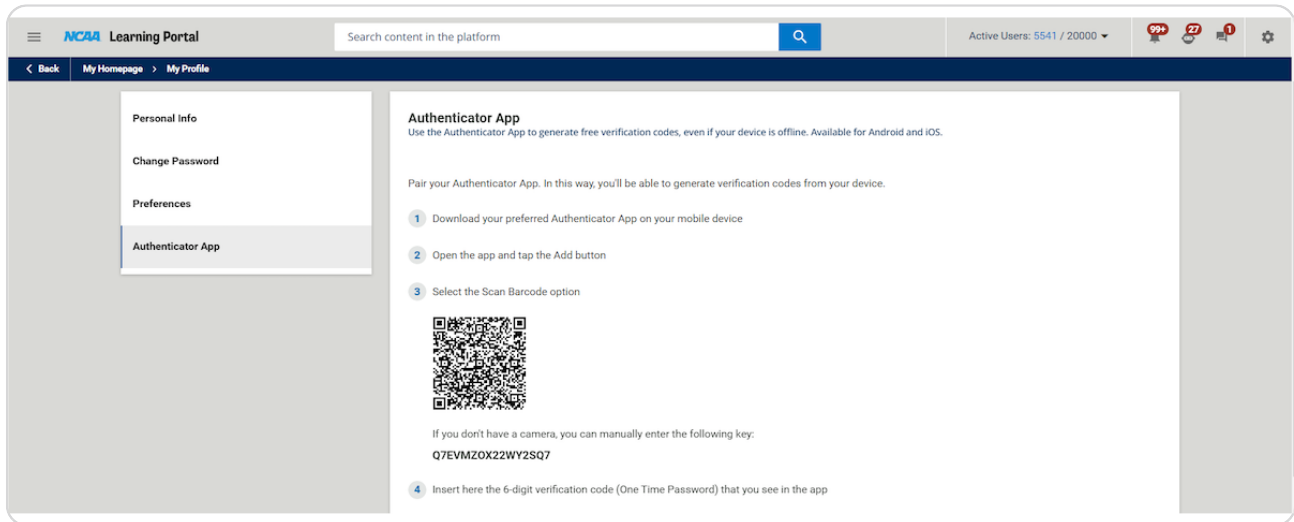
STEP 7

Click on Authenticator App.



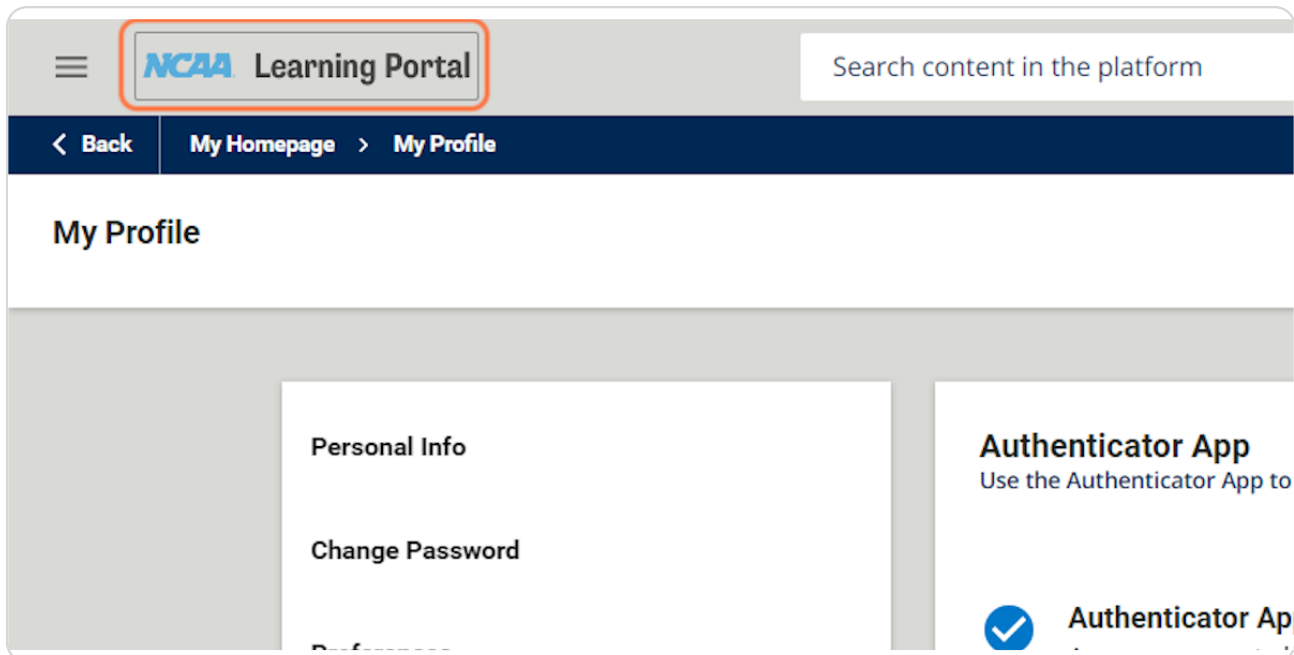
STEP 8

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



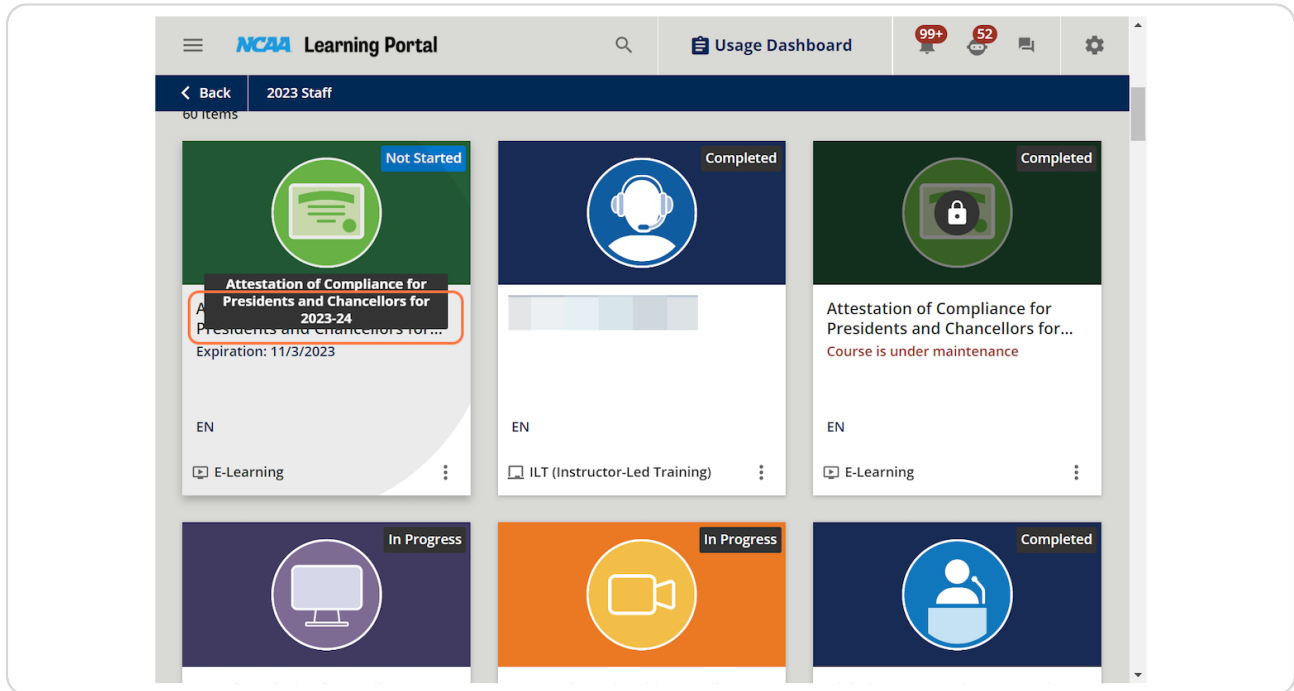
STEP 9

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 Presidents and Chancellors for the current year.



STEP 11

Click on **START LEARNING NOW**

View each slide provided in the presentation.

Attestation of Compliance for Presidents and Chancellors SCORM
ID: E-VD4R20
0 / 2 lessons completed (with One Time P...)

START LEARNING NOW

Attestation of Compliance for Presidents and Chancellors SCORM

E-Signature
I attest that I understand the institutional obligations and personal responsibilities related to institutional control imposed by NCAA Constitution 1 E and Constitution 6.

Click [Start Learning Now](#) to begin your course

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**.

Here's where you left off: [E-Signature](#)

RESUME WHERE YOU LEFT OFF **START LEARNING NOW**

Attestation of Compliance for Presidents and Chancellors SCORM
ID: E-VD4R20
1 / 2 lessons completed (with One Time P...)

START LEARNING NOW
RESUME WHERE YOU LEFT OFF

Attestation of Compliance for Presidents and Chancellors SCORM

E-Signature
I attest that I understand the institutional obligations and personal responsibilities related to institutional control imposed by NCAA Constitution 1 E and Constitution 6.

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**.

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

E-Signature

Attestation of Compliance for Presidents and Chancellors SCORM
ID: E-VD4R20
1 / 2 lessons completed (with One Time P...
PREVIOUS NEXT

E-Signature
I attest that I understand the institutional obligations and personal responsibilities related to institutional control imposed by NCAA Constitution 1 E and Constitution 6.

STEP 14

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

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 *
887448

I don't have a One Time Password

USE EMAIL

COMPLETE THE COURSE

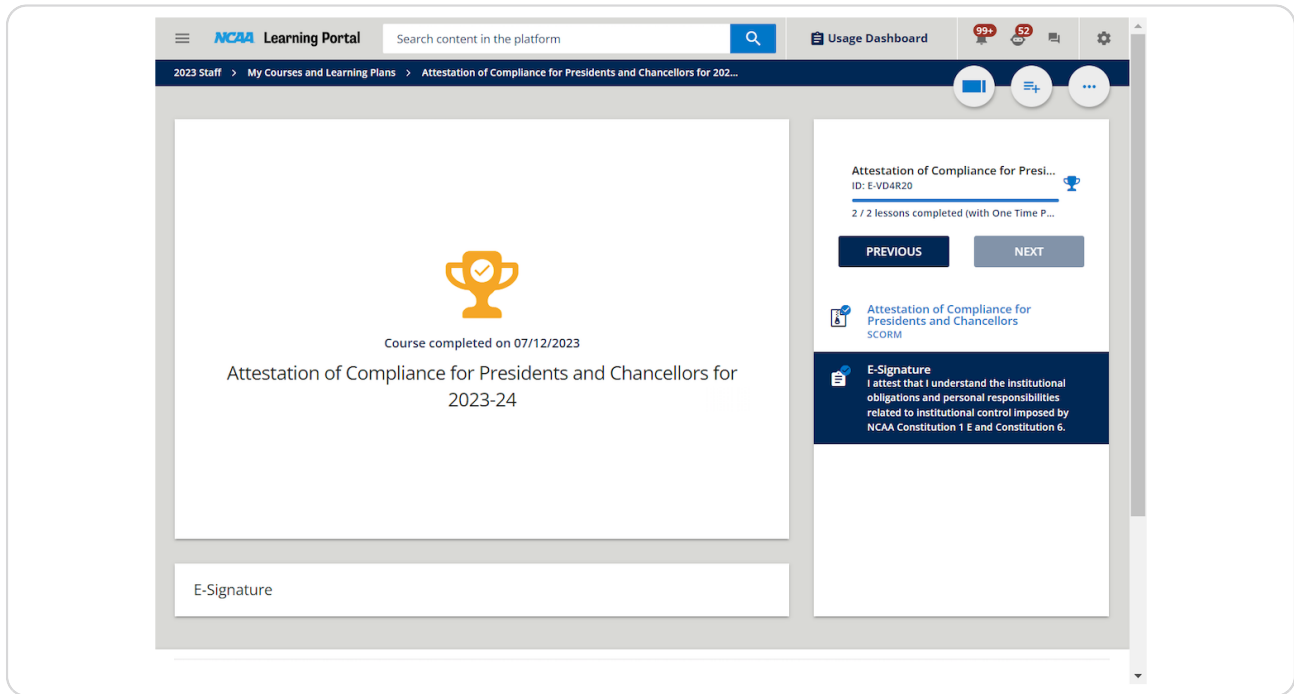
E-Signature

Attestation of Compliance for Presidents and Chancellors SCORM
ID: E-VD4R20
1 / 2 lessons completed (with One Time P...
PREVIOUS NEXT

E-Signature
I attest that I understand the institutional obligations and personal responsibilities related to institutional control imposed by NCAA Constitution 1 E and Constitution 6.

STEP 15

You have completed the Attestation of Compliance for Presidents and Chancellors course.



If you have questions or concerns regarding any of the above steps, or technical issues with the NCAA Learning Portal, please contact webhelpdesk@ncaa.org.

