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.
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 Presidents and Chancellors for the current year.
STEP 11

Click on START LEARNING NOW

View each slide provided in the presentation.

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.
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 Porta, please contact webhelpdesk@ncaa.org.