

Accessing a Completion Status Report for the DI DEI Attestation

This job aid provides step-by-step instructions on how to access a completion status report for the Division I Diversity, Equity and Inclusion Attestation.

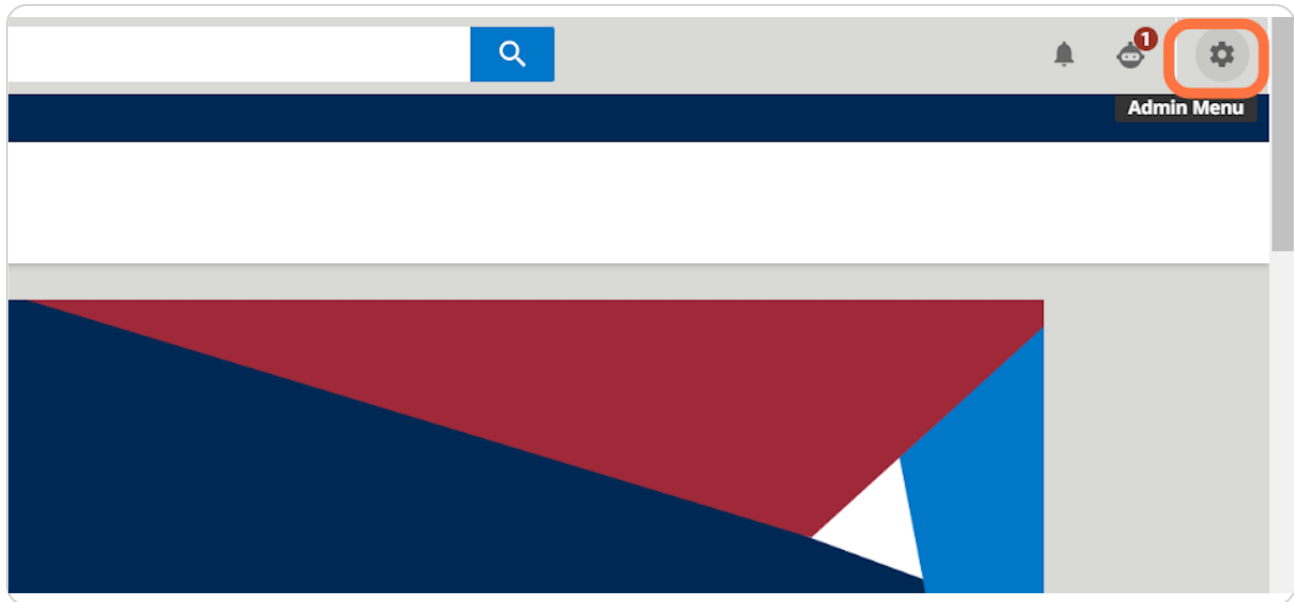
Created by
NCAA

Creation Date
July 14, 2023

Last Updated
July 14, 2023

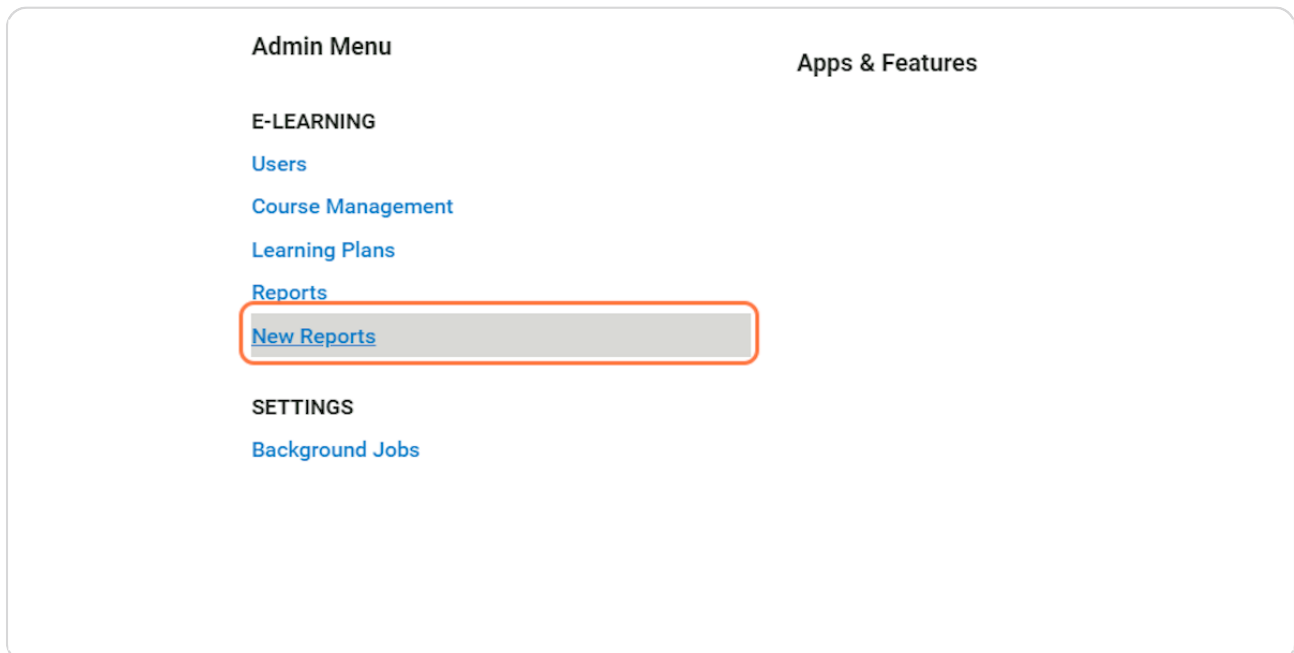
STEP 1

From the home page of the NCAA Learning Portal, click on Admin Menu.



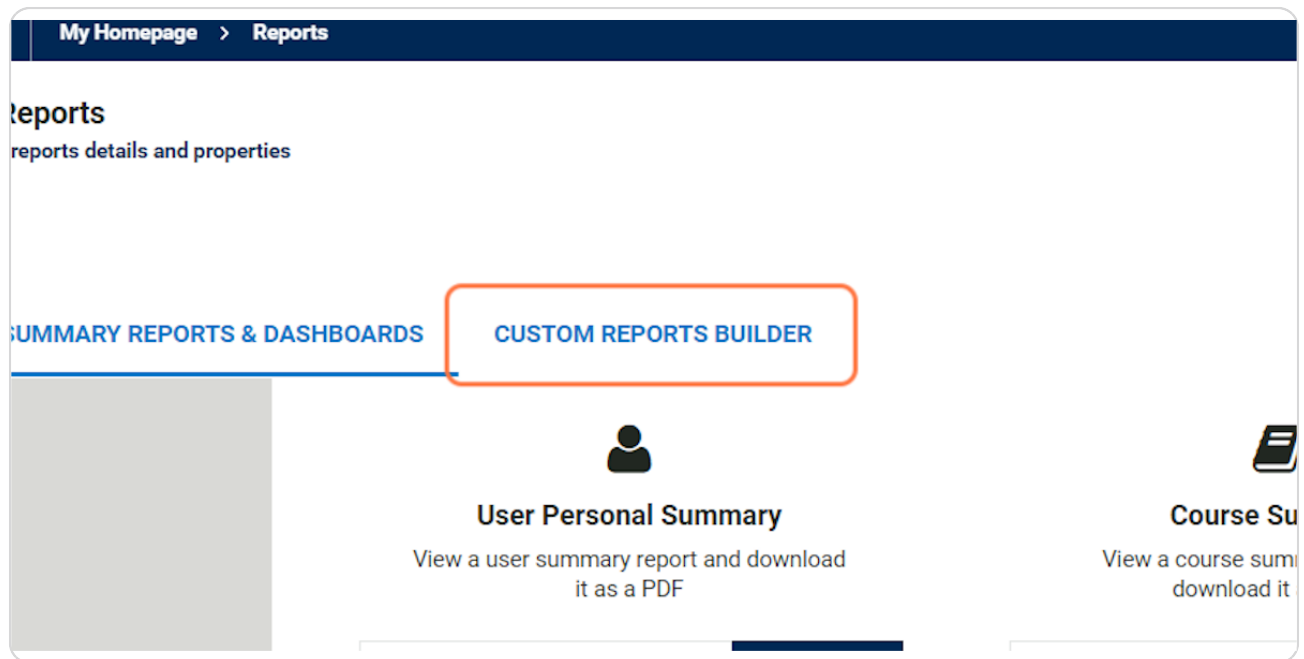
STEP 2

Click on New Reports



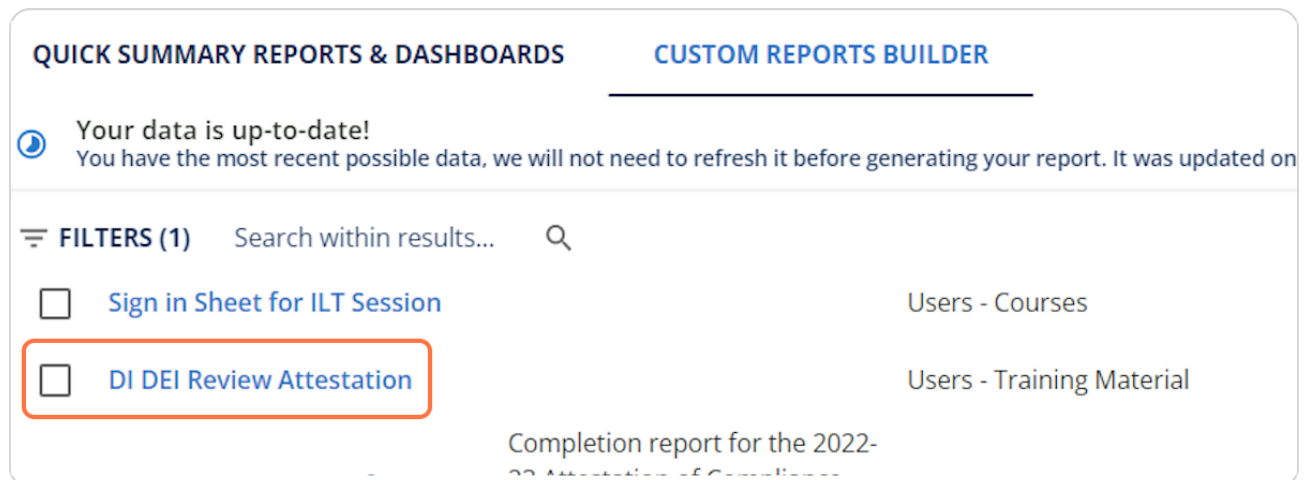
STEP 3

Click on **CUSTOM REPORTS BUILDER**.



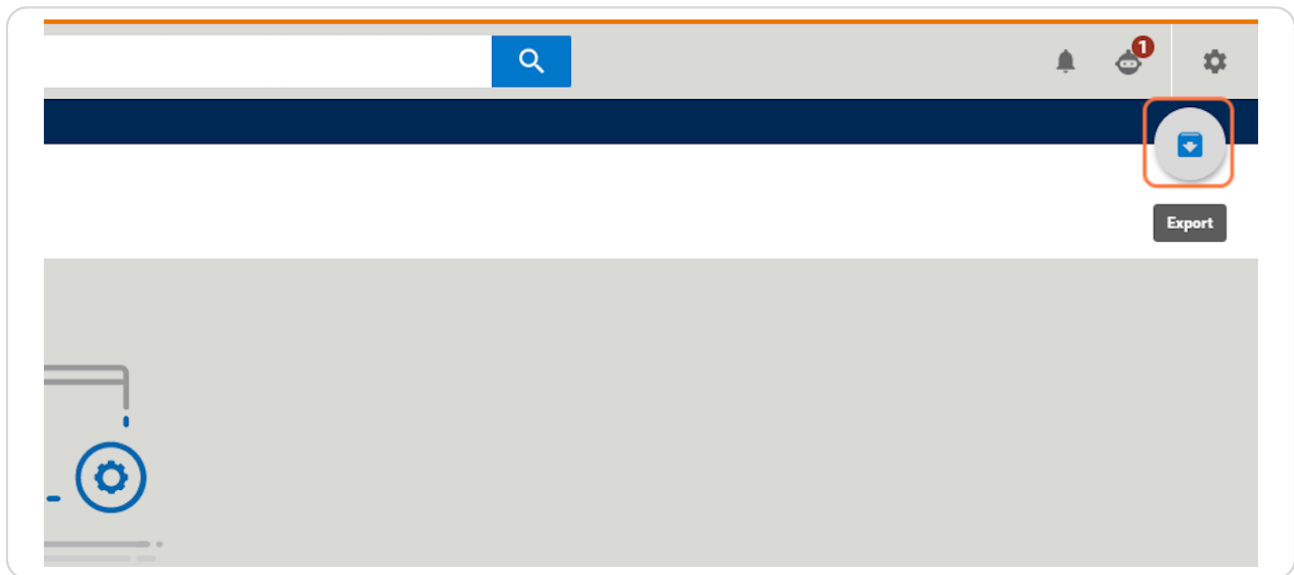
STEP 4

Click on **DI DEI Attestation**.



STEP 5

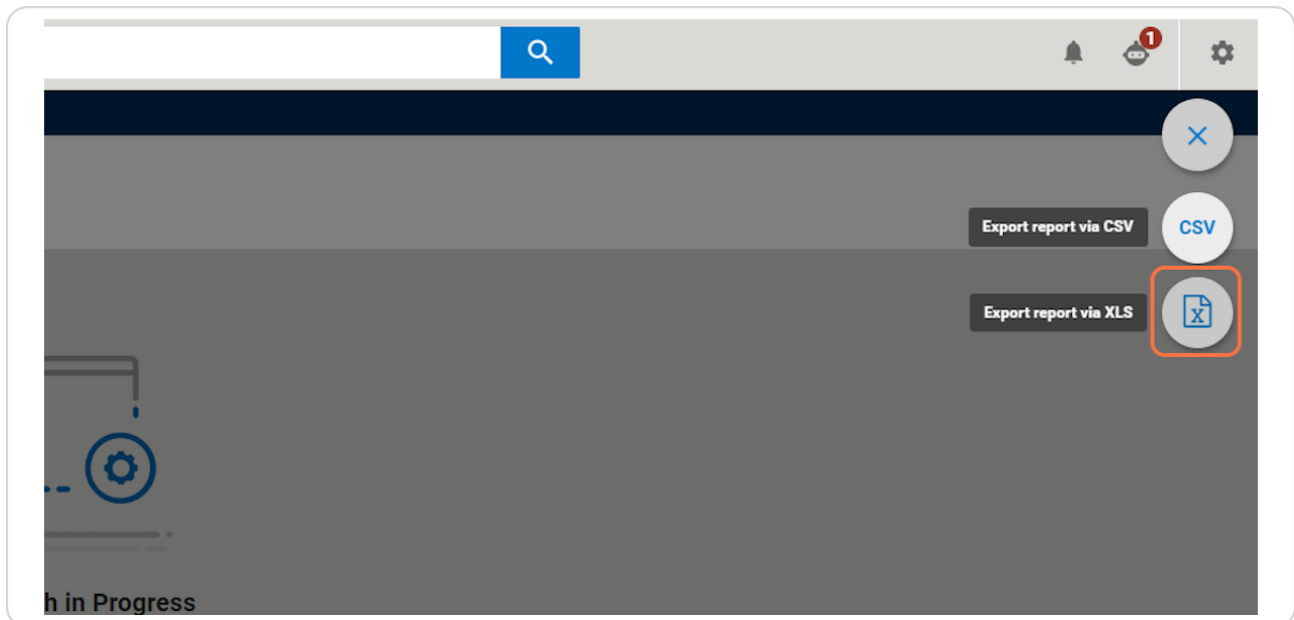
Click on Export.



STEP 6

Select the file type you wish to receive. An email will be sent to you when the report is ready to download.

Please note: Data is refreshed in the Learning Portal once a day between 2 a.m. and 3 a.m. Eastern.





If you have questions or concerns regarding the above steps, or for technical issues related to the NCAA Learning Portal, email webhelpdesk@ncaa.org.

