

Accessing Reports for the Attestation of Compliance

7 Steps

Created by

NC44

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STEP 1

Go to My Homepage - NCAA Learning Portal

STEP 2

Click on Admin Menu



STEP 3

NCAA

Click on New Reports

Admin Menu	Apps & Features
E-LEARNING	
Users	
Course Management	
Learning Plans	
Reports New Reports	
SETTINGS	
Background Jobs	



Click on CUSTOM REPORTS BUILDER



STEP 5

Click on 2022-23 Attestation of Compliance Completion

QUICK SUMMARY REPORTS & DASHBOARDS		CUSTOM REPO	RTS BUILDER		
Ŧ	Search within results		Q		
	Completion	DESCI	RIPTION	ТҮРЕ	
	2022-23 Attestation of Complian	lian Completion report for the 2022-2 Users - Courses			

STEP 6

Click on Export

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STEP 7

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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. EST.



