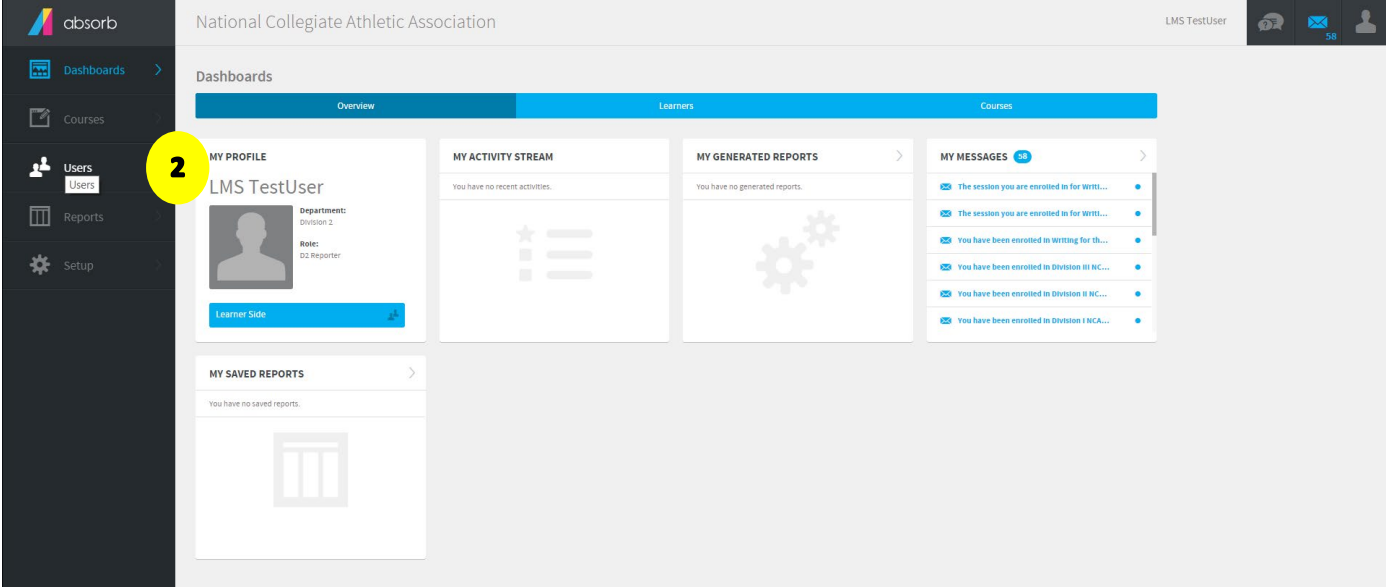
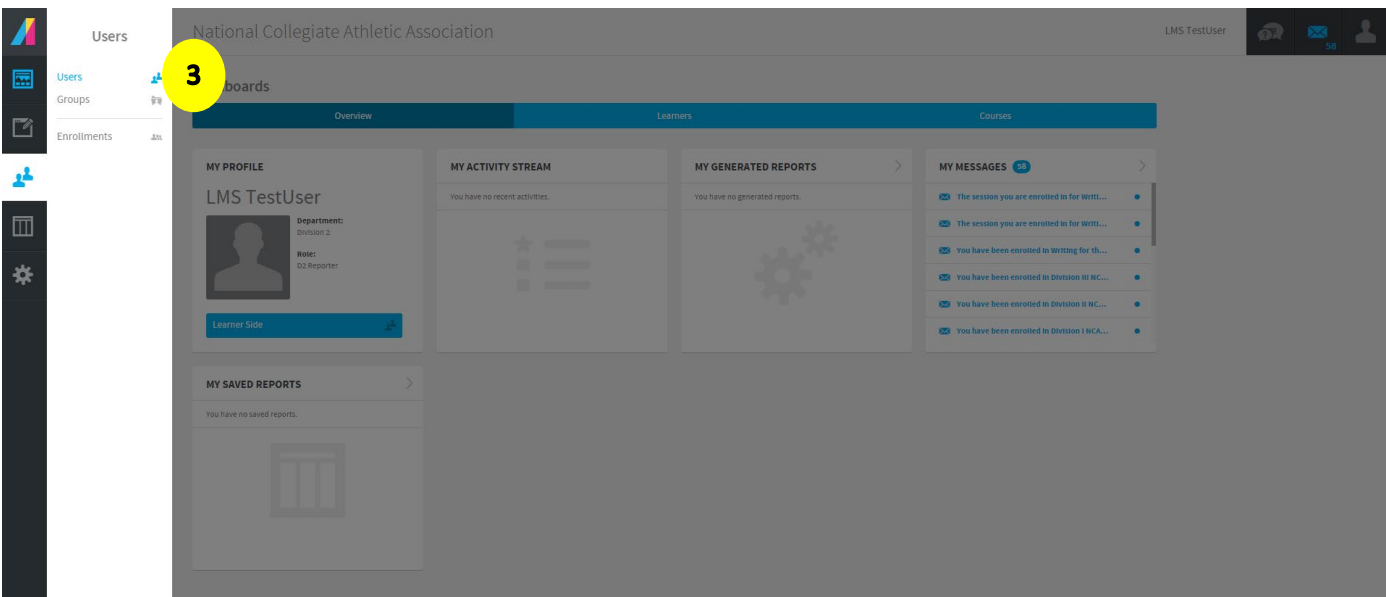


# NCAA Learning Portal: Assigning Attestation of Compliance for Directors of Athletics Using the Users Link

## Purpose:

The purpose of this aid is to guide members with administrative privileges through the step-by-step process of assigning users to the Attestation of Compliance for Directors of Athletics using the **Users** feature.

Assigning a Course		
<div>1</div>	<p>From the Learning Portal landing page, click <b>Admin</b> tile.</p> <p>Note: The portal you have access to may look slightly different however, the admin link will be available in the pulldown menu.</p>	

<p><b>2</b></p>	<p>From the <b>Admin</b> landing page, select the <b>Users</b> icon on the left-hand side of the page (the third icon down).</p>	 <p>The screenshot shows the Absorb LMS Admin interface. On the left-hand side, there is a dark sidebar menu with the following items: Dashboards, Courses, Users (highlighted with a yellow circle and the number 2), Reports, and Setup. The main content area displays the 'National Collegiate Athletic Association' dashboard with tabs for Overview, Learners, and Courses. The 'Learners' tab is active, showing a profile for 'LMS TestUser' with details like Department (Division 2) and Role (D2 Reporter). Other sections include 'MY ACTIVITY STREAM', 'MY GENERATED REPORTS', 'MY MESSAGES', and 'MY SAVED REPORTS'.</p>
<p><b>3</b></p>	<p>From the <b>Users</b> menu, select the <b>Users</b> link.</p>	 <p>The screenshot shows the Absorb LMS interface with the 'Users' menu open. The 'Users' link is highlighted with a yellow circle and the number 3. The main content area is dimmed, showing the same dashboard as the previous screenshot.</p>

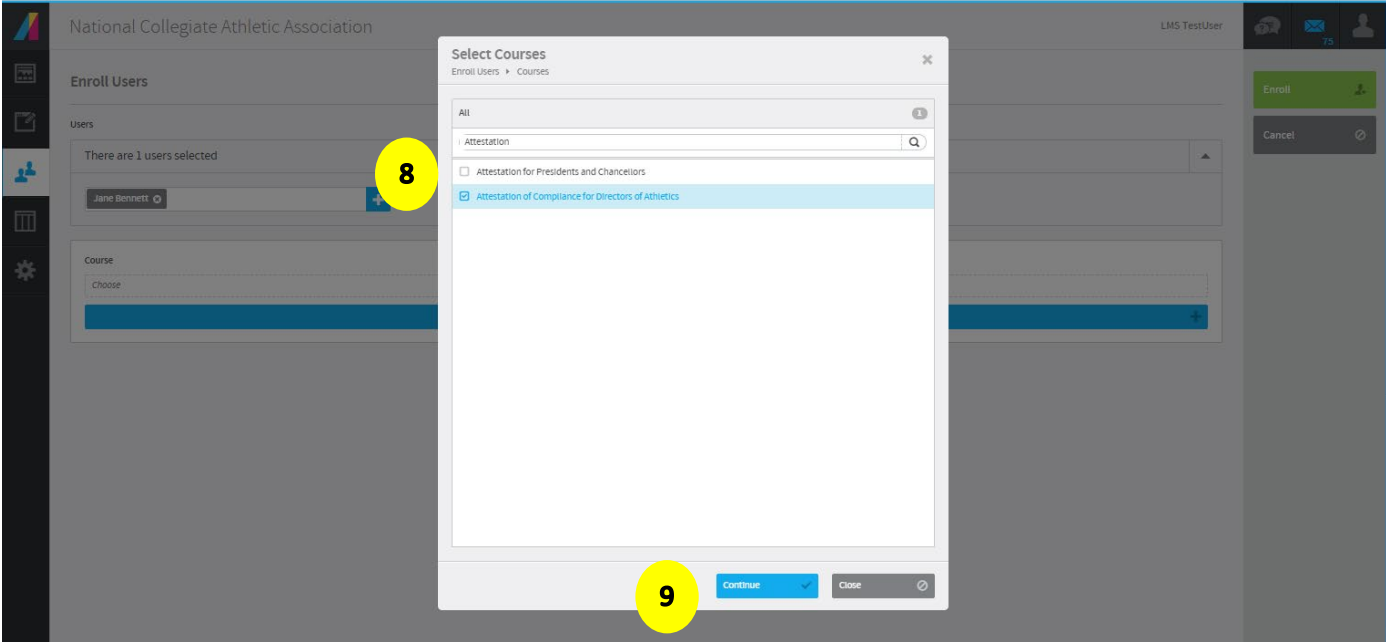
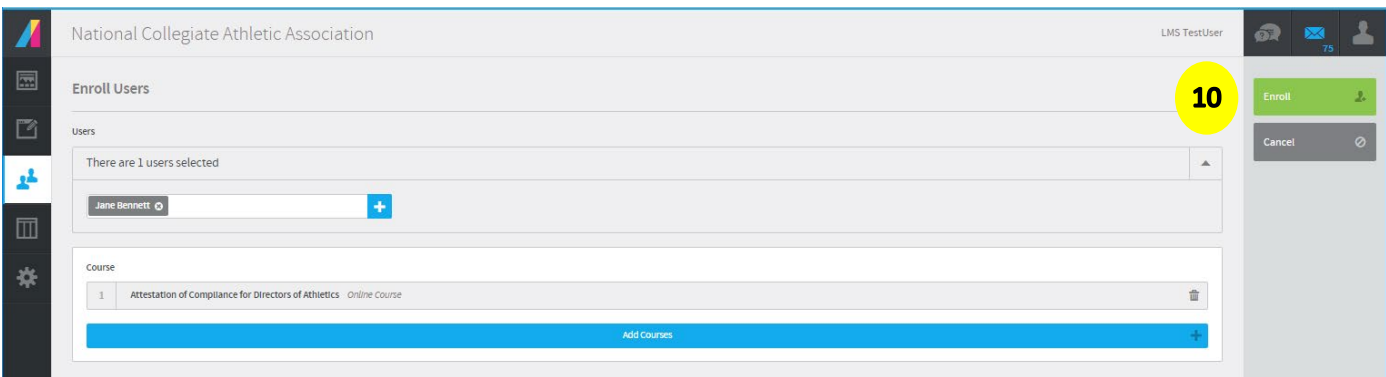
4

From the **Users** results page, choose the users you wish to enroll in the course.

5

Click **Enroll Users** button.

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<p>8</p> <p>9</p>	<p>Type "Attestation of Compliance for Directors of Athletics" into the search area. Check the box next to the course title.</p> <p>Click the <b>Continue</b> button.</p>	
<p>10</p>	<p>Click the <b>Enroll</b> button.</p> <p>The user is now enrolled in "Attestation of Compliance for Directors of Athletics."</p>	

If you have technical issues related to the NCAA Learning Portal, please contact [lmshelp@ncaa.org](mailto:lmshelp@ncaa.org).