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.

<table>
<thead>
<tr>
<th>Assigning a Course</th>
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<td>1 From the Learning Portal landing page, click Admin tile. Note: The portal you have access to may look slightly different however, the admin link will be available in the pulldown menu.</td>
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From the Admin landing page, select the Users icon on the left-hand side of the page (the third icon down).

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

Click **Enroll Users** button.

From the **Enroll Users** page, you can see all individuals for whom you previously checked to enroll.

Click the **Add Courses** bar.
Type “Attestation of Compliance for Directors of Athletics” into the search area. Check the box next to the course title. Click the Continue button.

Click the Enroll button. The user is now enrolled in “Attestation of Compliance for Directors of Athletics.”

If you have technical issues related to the NCAA Learning Portal, please contact lmshelp@ncaa.org.