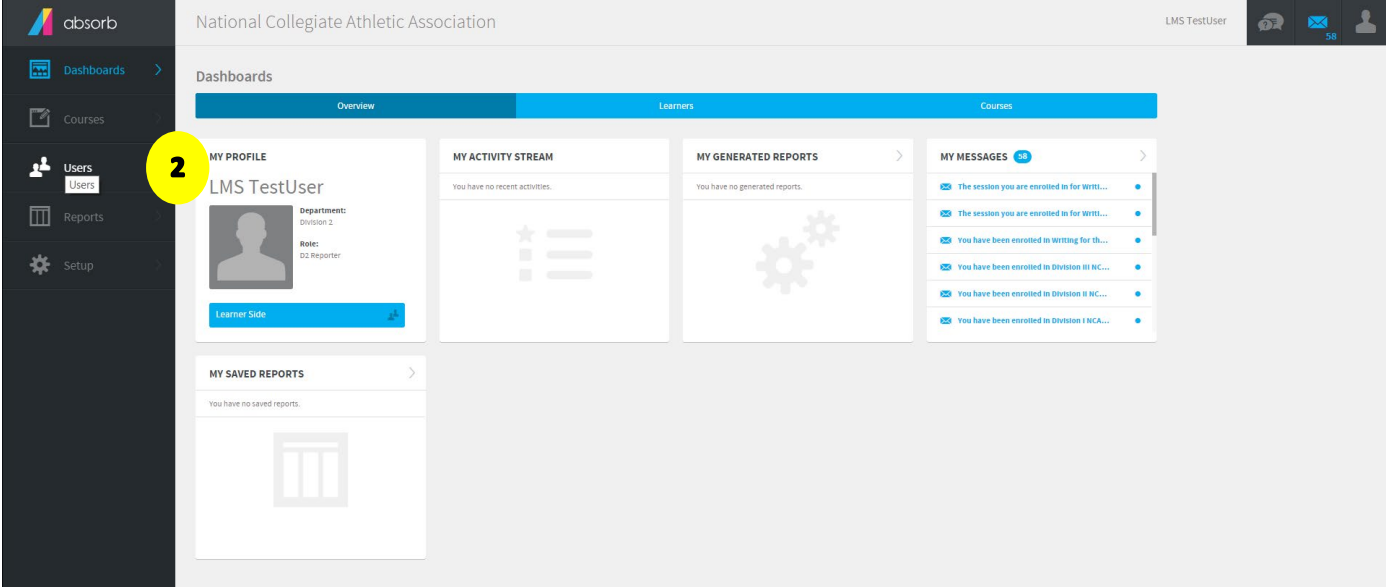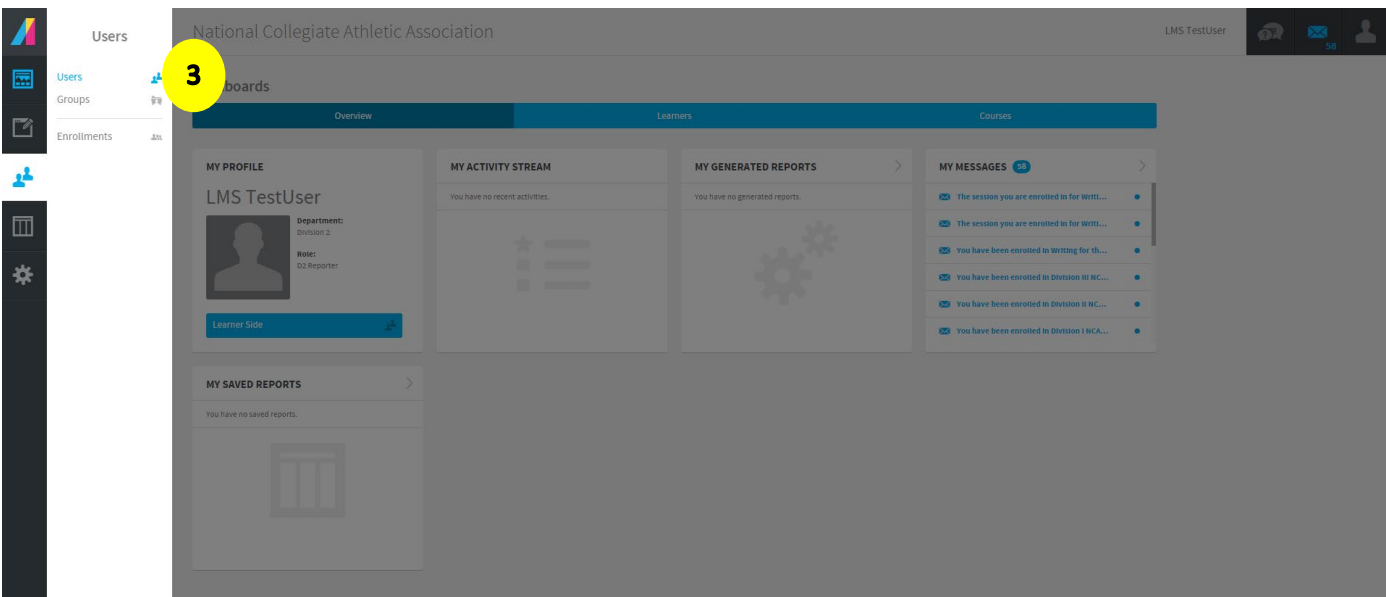# NCAA Learning Portal: Assigning Attestation of Compliance Course for Presidents and Chancellors

Purpose:
The purpose of this aid is to guide campus SSO administrators through the step-by-step process of assigning users to the Attestation of Compliance for Presidents and Chancellors using the **Users** feature.

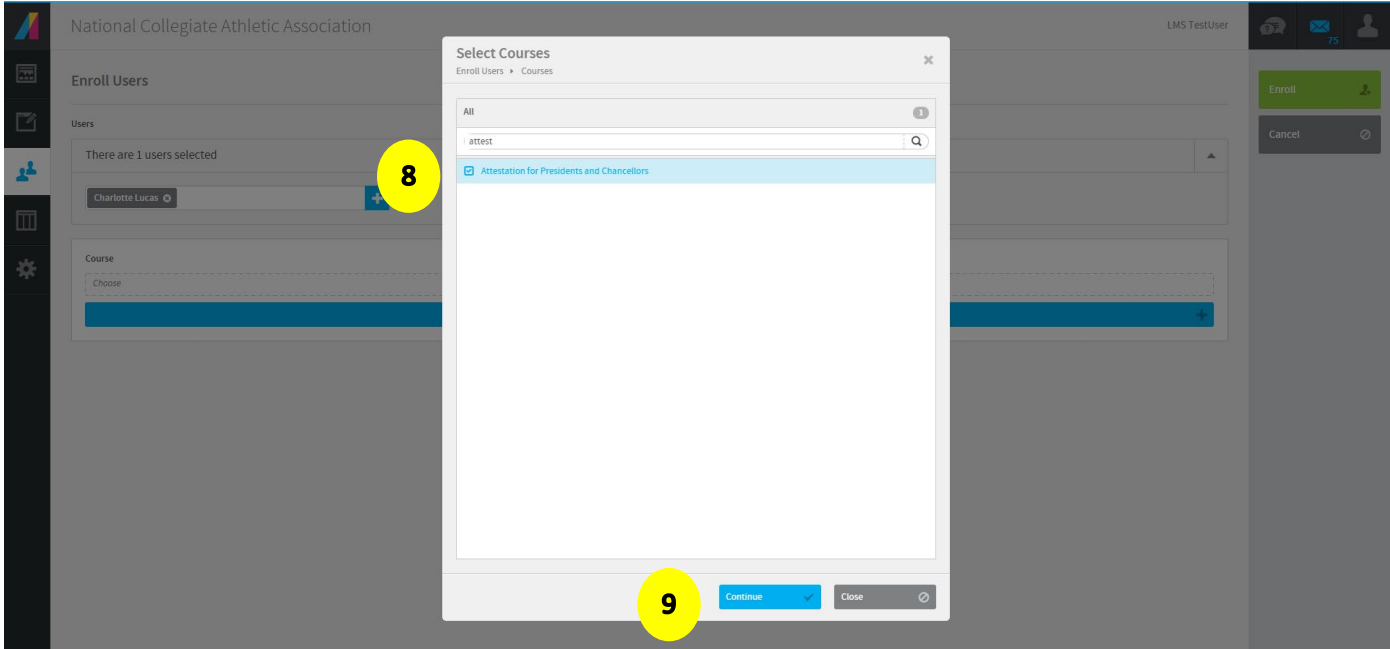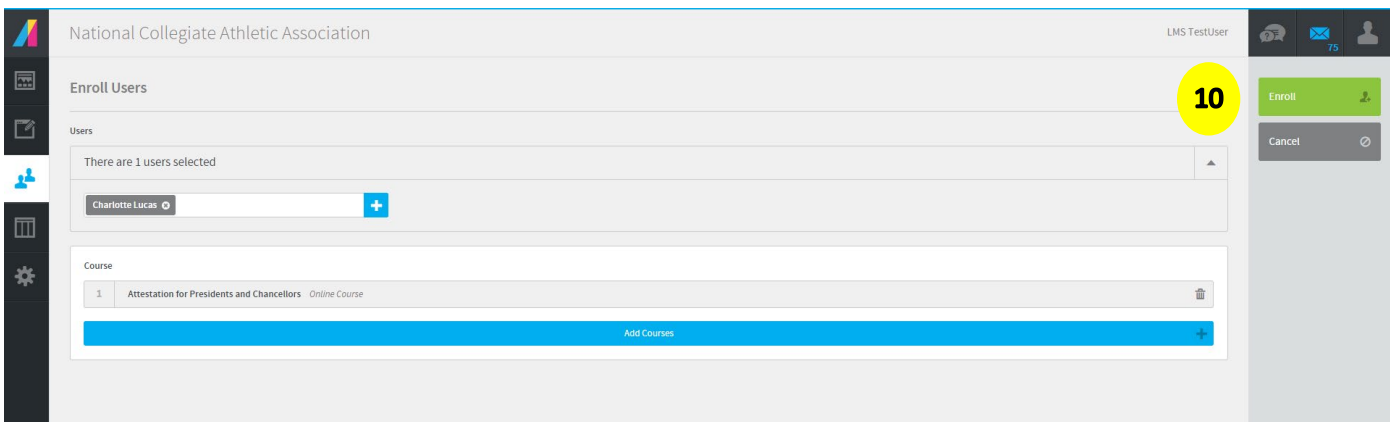| Assigning a Course		
1	From the Learning Portal landing page, click the **Admin** tile. Note: The portal you have access to may look slightly different. However, the admin link will be available in the menu.	

2	From the **Admin** landing page, select the **Users** icon on the left side of the page (the third icon down).	
3	From the **Users** menu, select the **Users** link.	

4 **5**	From the **Users** results page, choose the users you wish to enroll in the course. Click the **Enroll User** button.	
6 **7**	From the **Enroll Users** page, you can see all individuals for whom you previously checked to enroll. Click the **Add Courses** bar.	

8	Type "Attestation for Presidents and Chancellors" into the search area. Check the box next to the course title.	
9	Click the **Continue** button.	
10	Click the **Enroll** button. The user is now enrolled in "Attestation for Presidents and Chancellors."	

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