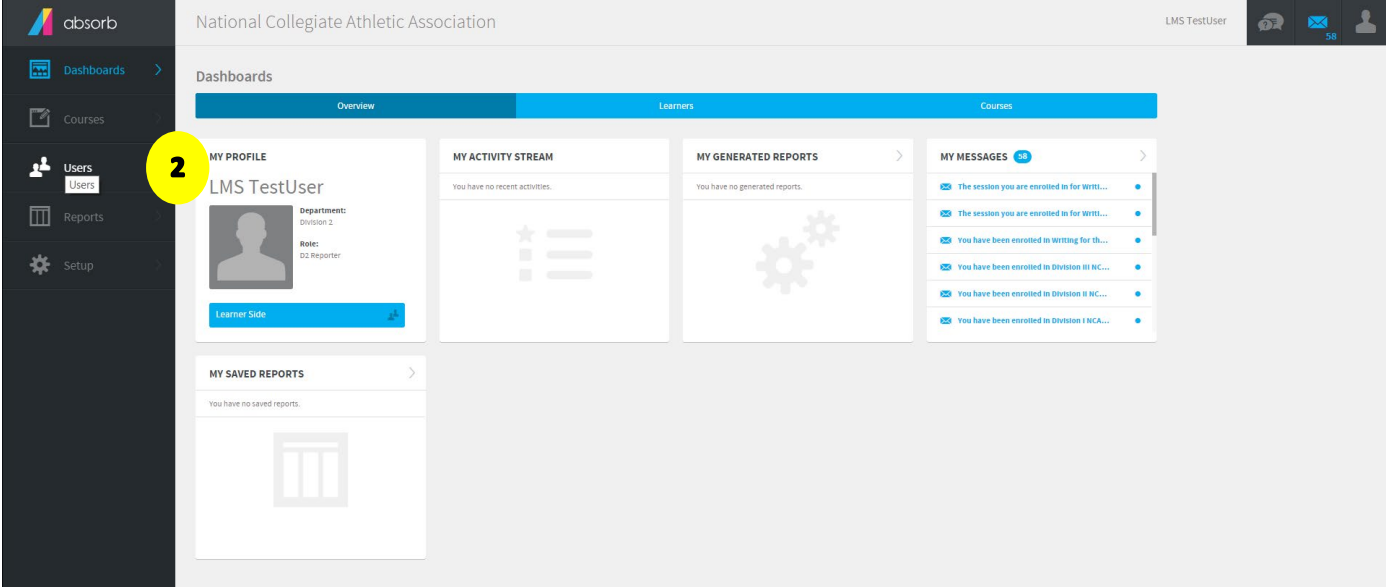
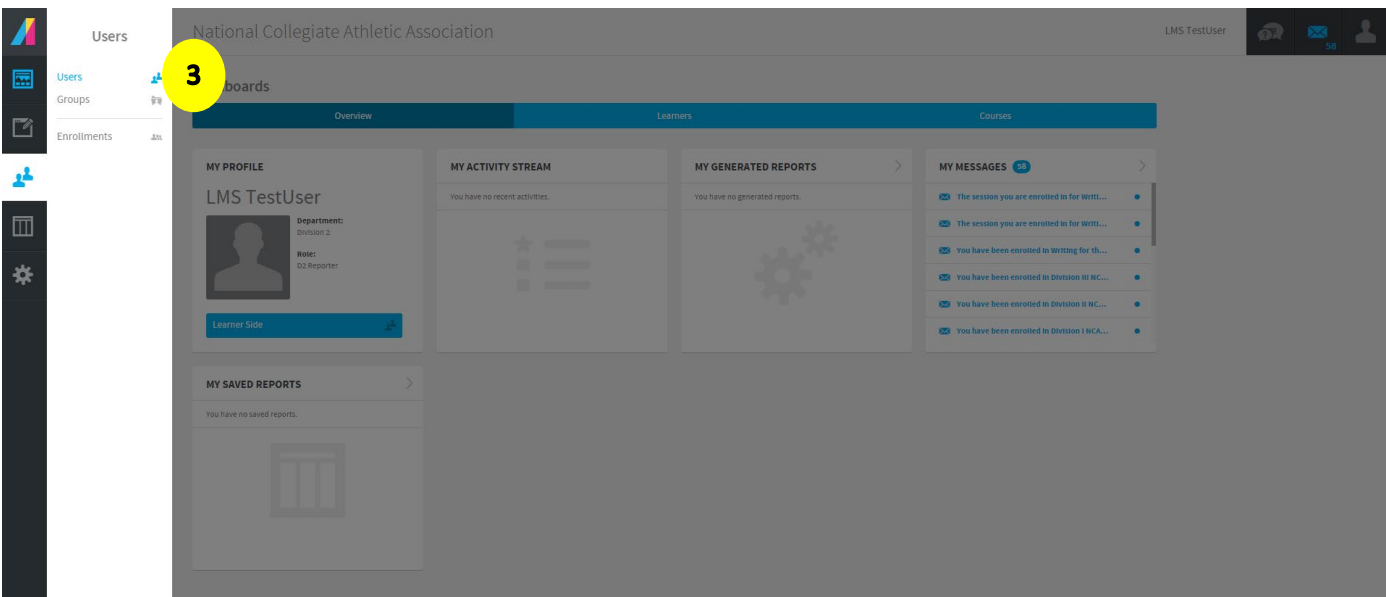


NCAA Learning Portal: Assigning Attestation of Compliance Course for Presidents and Chancellors

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

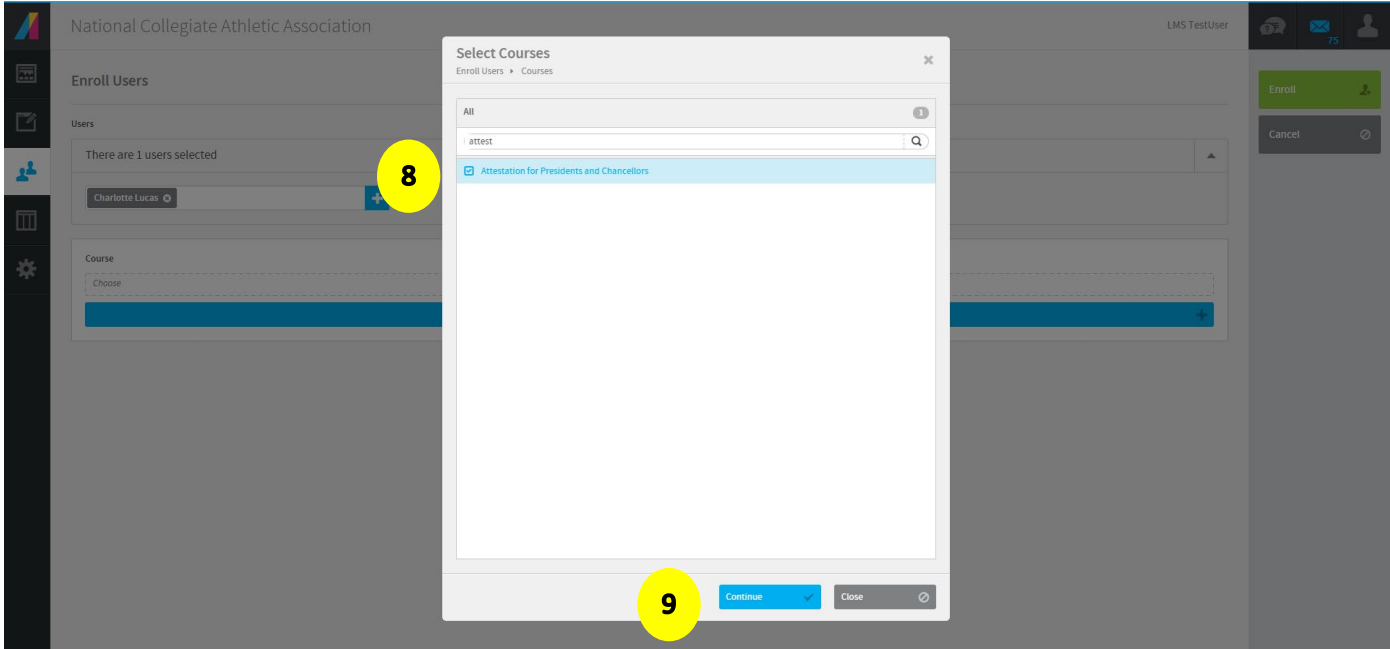
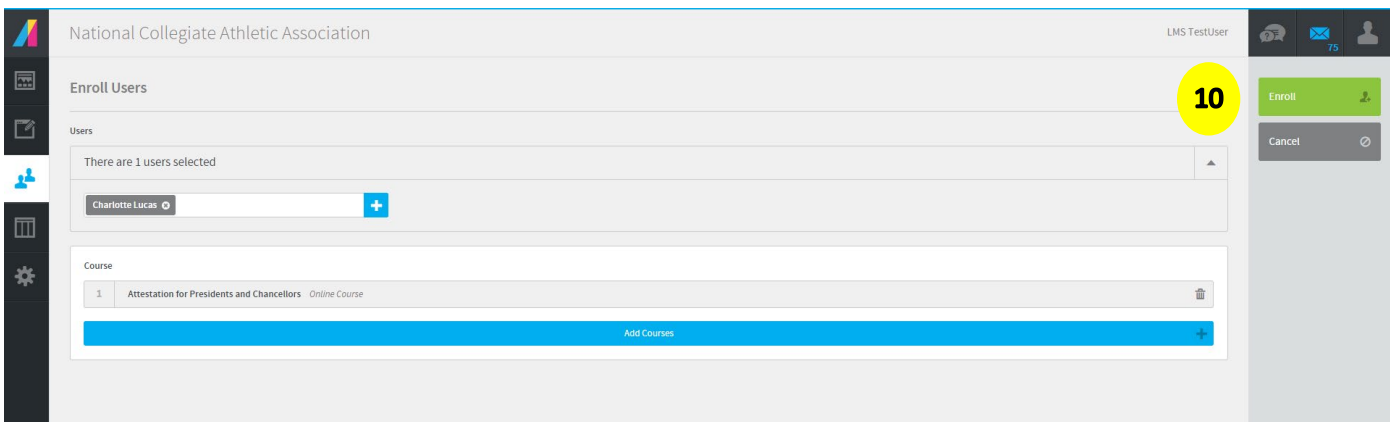
<p>2</p>	<p>From the Admin landing page, select the Users icon on the left side of the page (the third icon down).</p>	 <p>The screenshot shows the Absorb LMS Admin interface. On the left sidebar, the 'Users' icon (a person silhouette) is highlighted with a yellow circle containing the number '2'. The main content area shows the 'National Collegiate Athletic Association' dashboard with tabs for Overview, Learners, and Courses. The 'Learners' tab is active, displaying 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>3</p>	<p>From the Users menu, select the Users link.</p>	 <p>The screenshot shows the Absorb LMS Users menu. The 'Users' link (a person silhouette) is highlighted with a yellow circle containing the number '3'. The main content area shows the 'National Collegiate Athletic Association' dashboard with tabs for Overview, Learners, and Courses. The 'Learners' tab is active, displaying 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>

4

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

5

Click the **Enroll User** button.

<p>8</p> <p>Type “Attestation for Presidents and Chancellors” into the search area. Check the box next to the course title.</p> <p>9</p> <p>Click the Continue button.</p>		
<p>10</p> <p>Click the Enroll button.</p> <p>The user is now enrolled in “Attestation for Presidents and Chancellors.”</p>		

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