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.

<table>
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<th>Assigning a Course</th>
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<td><strong>1</strong> From the Learning Portal landing page, click the pulldown menu. Choose the Admin link. 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 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 the Enroll User 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 for Presidents and Chancellors” 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 for Presidents and Chancellors.”

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