OPENING QUESTION

What do you hope to take away from information shared today? What is most important for you to know?

Please answer using Chat on the right side of the window.
AGENDA

- Commission on College Basketball Recommendations.
- Timeline of New Legislation.
- Attestation Requirements.
- Failure To Complete Attestation.
- NCAA Learning Portal.
TIMELINE FOR ATTESTATION REQUIREMENT RECOMMENDATION, ADOPTION AND IMPLEMENTATION

**April 2018:**
Commission report released with legislative and policy recommendations.

**August 2018:**
Enabling attestation legislation adopted in all three divisions.

**April 2019:**
Adoption of athletics director certification of compliance requirements in all three divisions.

**Aug. 1, 2019:**
Effective date for attestation requirement.
Attestation courses in Division I University, Division II University and Division III University released to the membership.

**Oct. 15:**
Deadline for chancellors/presidents and director of athletics to complete the attestation requirement.
RECOMMENDATION AND RESPONSE

Recommendation from the Commission on College Basketball (April 2018):
- Annual attestation for chancellors, presidents and directors of athletics.
- Expansion in individual accountability for NCAA rules violations.

Response to Commission Recommendation (August 2018):
- New legislation adopted in all three divisions.
  - Annual Attestation of Compliance.
CONSTITUTION 2.1 and 2.8

The proposal maintains the emphasis on the principle of institutional control and responsibility and the principle of rules compliance without the undue administrative requirement to have each individual staff member provide an attestation.
Chancellors and Presidents

• Attest that they understand the institutional obligations and personal responsibilities imposed by NCAA Constitution 2.1 and 2.8.

Director of Athletics

• Attest the following:
  • Understand institutional obligations and personal responsibilities imposed by Constitution 2.1 and 2.8.
  • All athletics department staff members are aware of the institutional obligations and personal responsibilities imposed by Constitution 2.1 and 2.8.
  • Conditions for entry of individuals and teams in NCAA championship competition have been satisfied.
  • Policies, procedures and practices of the institution, staff members and representatives of athletics interest are in compliance with the Association’s legislation.

Note: This is not an exhaustive list of the attestation requirement. The full document can be found in the NCAA manual.
KEY DATES

- Effective Date for Attestation Legislation: Aug. 1, 2019
- Attestation Due Date: Oct. 15, 2019
What if an institution does not have a president or chancellor and/or director of athletics between Aug. 1-Oct. 15?

If the institution does not have a full-time individual in either position, the attestation would have to be signed by whoever is serving in that role (e.g., acting or interim).

If a new president or chancellor and/or director of athletics is hired by the institution after Oct. 15, does that individual have to sign the attestation of compliance form?

Yes. If the school did not have an individual serving full-time in either capacity before Oct. 15 (e.g., acting or interim), the individual hired would have to sign the attestation of compliance form within 30 days from their start date.
Attestation course and form submission will occur through the NCAA Learning Portal.
How does an institution complete the course?

- The course will be completed through the NCAA Learning Portal.

- The courses are accessed through:
  - Division I University.
  - Division II University.
  - Division III University.

How does an institution get access to the NCAA Learning Portal?

- Institution’s Single-Source Sign-On administrator provides access.
Can the Single-Source Sign-On administrator assign the course to other individuals for viewing?

Yes; however, it will be the institution’s responsibility to ensure that the president or chancellor and director of athletics complete the attestation requirement.
How long will it take to complete the online course?

- President/chancellor course takes approximately six minutes.
- Director of athletics course takes approximately 10 minutes.

Can an institution sign the attestation form without completing the course?

- No. In order to access the attestation form, the president or chancellor and director of athletics must complete the course.
Institutions have the discretion to determine the best way to ensure their staffs are aware of their obligations.
FAILURE TO COMPLETE ATTESTATION

- The institution will be removed from and/or individuals will be ineligible to serve on an NCAA board, council or committee.

- Institution will be ineligible to compete in individual and team NCAA championships for the current academic year.
How long is the period of ineligibility for board, council or committee service and championship?

- Oct. 16 through the end of the academic year. The period of ineligibility will continue into the next academic year until the attestation of compliance form is signed.
Will the NCAA national office track the attestation of compliance signatures?

No. The attestation of compliance is an institutional obligation. If the attestation of compliance is not signed by Oct. 15, the institution must report a violation to the enforcement staff.
May an institution request a waiver of the attestation of compliance requirement?

Yes; however the waiver must be filed on or before Oct. 15. Additionally, an institution requesting a waiver of the attestation of compliance requirement must follow the legislative relief waiver process of its division.
MORE QUESTIONS?

- Please contact your division’s academic and membership affairs staff for any additional questions about attestation of compliance.
WHAT IS THE NCAA LEARNING PORTAL?
THE NCAA LEARNING PORTAL

- One-stop, web-based system for learning and knowledge sharing anytime and anywhere.
- Online or blended learning courses, two-way video, interactive learning content.
- NCAA membership and student-athletes.
- Accessed through NCAA My Apps.
- Supports desktop, tablets and mobile devices.
HAVE YOU USED THE NCAA LEARNING PORTAL?
ACCESSING THE ATTESTATION COURSE
HOW WILL THE ATTESTATION COURSE BE ACCESSED?

4 Easy Steps To Access Course

1. Log in to MyApps
2. Click on Learning Portal
3. Click on My Courses
4. Click To Launch Course
ATTESTATION HAS TWO PARTS:

1. Attestation Video
2. Attestation Statement

The attestation process is not finalized until both watching the video and selecting to attest have been completed.
REMEMBER

- Must be enrolled to access course.
- Learning Portal is accessed through My Apps.
- Attestation has two actions that must be completed.
LET’S PRACTICE: COURSE ACCESS
ATTESTATION PROCESS COMPLETE
ATTESTATION COURSE COMPLETION FACTS

- Access to the course begins at 8 a.m. Eastern time Aug. 1 and runs through 11:59 p.m. Oct. 15.
- Users must have access to NCAA My Apps, be assigned the NCAA Learning Portal and be assigned the course within the Learning Portal.
- Completion of both video and statement is required.
- Validate completion by checking for completion checkmark next to course in the Learning Portal.
QUESTIONS?
ADMINISTRATIVE ACCESS, ROLE AND FUNCTION

Giving Access to Users in My Apps
Single-Source Sign-On Administrator Tasks for Attestation

- Verify User in My Apps
- Create New User in My Apps (when needed)
- Add User to Learning Portal
- Enroll User in Course
SSO ADMIN RESPONSIBILITIES FOR ATTESTATION COURSE

Verify
Check to see if user exists in My Apps

Create
If user does not exist in My Apps, create new user

Add
Assign user to Learning Portal in My Apps

Enroll
Enroll user in attestation course in the Learning Portal

Support & Report
Support login challenges. Pull completion reports.
SSO ADMIN RESPONSIBILITIES FOR ATTESTATION COURSE

My Apps

1. Verify
2. Create
3. Add
LET’S PRACTICE: CREATE
## Account Creation Guidelines

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Primary email used at home institution</td>
</tr>
<tr>
<td>First and Last Name</td>
<td>Fields are required</td>
</tr>
<tr>
<td>Password</td>
<td>System generated (do not change)</td>
</tr>
</tbody>
</table>
| Title            | Head Coach + Sport.  
                     Example: Head Coach Basketball  
                     If more than one title, use primary job function title first.  
                     Example: SWA/Women’s Head Coach Lacrosse |
## Account Creation Guidelines

<table>
<thead>
<tr>
<th>Department, Phone, Notes</th>
<th>Not required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Expires After</td>
<td>DO NOT USE</td>
</tr>
<tr>
<td>Administrator</td>
<td>No. *unless campus SSO administrator</td>
</tr>
<tr>
<td>Send Email Verification</td>
<td>Yes. (field should be checked)</td>
</tr>
</tbody>
</table>
Account Creation Guidelines

Updating passwords

• SSO can use ‘Edit User’ to change/reset passwords
LET’S PRACTICE: ADD
QUESTIONS?
ADMINISTRATIVE ACCESS, ROLE AND FUNCTION

Assigning the Attestation Courses in the Learning Portal
SSO ADMIN RESPONSIBILITIES FOR ATTESTATION COURSE: LEARNING PORTAL

Verify
Check to see if user exists in My Apps

Create
If user does not exist in My Apps, create new user

Add
Assign user to Learning Portal in My Apps

Enroll
Enroll user in attestation course in the Learning Portal

Support & Report
Support login challenges. Pull completion reports.
Reminder:

- User must have access to NCAA My Apps and be assigned to the NCAA Learning Portal before the user can be assigned the course within the Learning Portal.

- Must have administrative rights in the Learning Portal to enroll user in a course.
LET’S PRACTICE: LEARNING PORTAL COURSE ENROLL
QUESTIONS?
ADMINISTRATIVE ACCESS, ROLE AND FUNCTION

Administrator Reporting Function in Learning Portal
SSO ADMIN RESPONSIBILITIES FOR ATTESTATION COURSE: LEARNING PORTAL

Verify
Check to see if user exists in My Apps

Create
If user does not exist in My Apps, create new user

Add
Assign user to Learning Portal in My Apps

Enroll
Enroll user in attestation course in the Learning Portal

Support & Report
Support login challenges. Pull completion reports.
SSO ADMIN RESPONSIBILITIES FOR ATTESTATION COURSE: LEARNING PORTAL - REPORTS

- A report template to pull information for attestation completion status has been created.
- Reports only pull data associated with your access rights.
- A detailed instruction guide is available to review step-by-step actions.
LET’S PRACTICE: REPORTS
Q & A
HELP AND SUPPORT

- Campus SSO Administrator Assistance.
  - Instructional guides can be accessed in the Learning Portal under resources.
  - lmshelp@ncaa.org
THANK YOU