How to Use Requests/Self-Reports Online (RSRO) Case Management System to Search for Precedent

1. Go to the www.ncaa.org website.

2. Click on the My Apps button on the top far right side of the screen.

3. You will be prompted to enter in your email address and your password. By default we have set the passwords to “password1”. Please change the password when you login by clicking on the Forgot Password? Button.
4. Once you have successfully logged in now you need to select the application you would like to use from the My Application tab. To search precedent you are going to use the RSRO application. Click on the button Requests/Self-Reports Online and you should be entered into the system.

5. Once you enter RSRO you will need to agree to the Disclaimer Agreement. Please read and click “I agree” or “I disagree”.
6. In RSRO you should have 3 tabs. The middle tab “Search” is the one we will be using to search precedent.
7. On the search screen, you have the ability to search by case type, sport, division, use keywords, bylaw number, decision and date. The cases that return are completed cases that can be used for precedent. You can also use the “any” or “all” buttons. “Any” allows you to choose multiple options for example you can look for Season of Competition Waivers or Student-Athlete Reinstatement Waivers by selecting the “any” button.

8. If select the “all” cases would have to meet both criterion like an “and”. For example, you can search for Baseball and Football and Field by using the “all” button.
9. Now let’s try a couple basic searches. To search for all Student-Athlete reinstatement waivers for Division I Men’s Baseball. Go to the Case Type field choose Student-Athlete Reinstatement Request, choose Sport Baseball, lastly Click the dropdown for Division and choose “I”.

10. Another basic search is to search by bylaw. If want to find all graduate school transfer waivers for the last month go to the legislative section. From here choose the Division.
11. When you have completed entering your search criteria simple choose the Search button on the bottom of the screen and the precedent that matched your search criteria will show up. From here you can choose to view the case information or view a pdf file. Click on the box next to the case you want to view and click the “view selected case(s)” or choose the “pdf” of selected case(s).