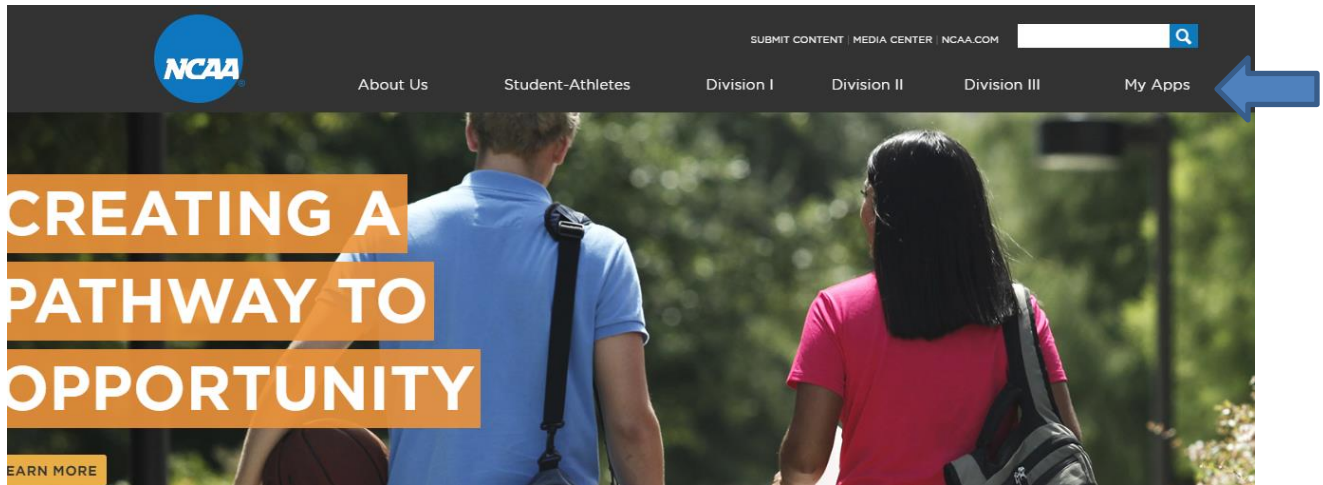


## How to Use Requests/Self-Reports Online (RSRO) Case Management System to Search for Precedent

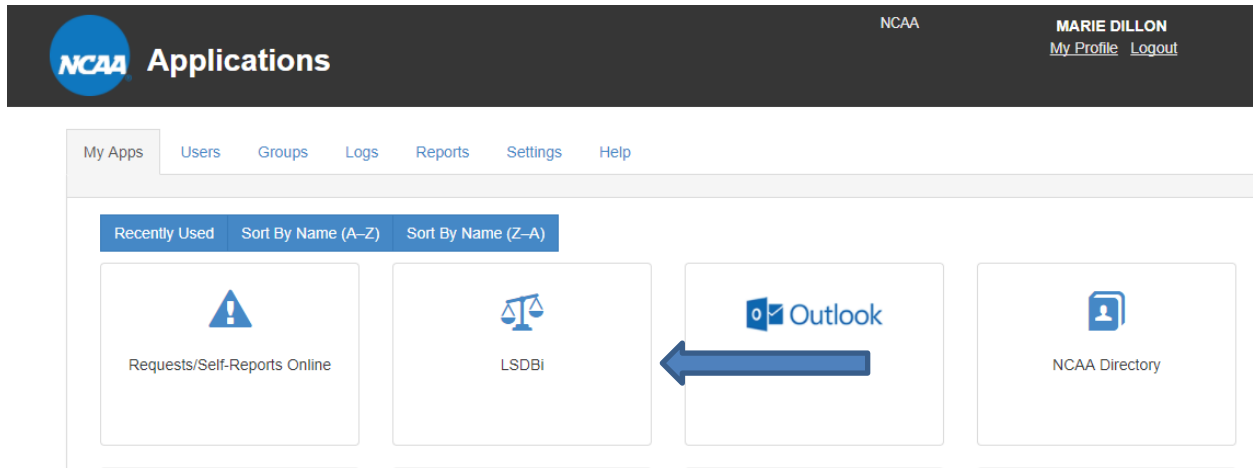
1. Go to the [www.ncaa.org](http://www.ncaa.org) website.
2. Click on the My Apps button on the top far right side of the screen.



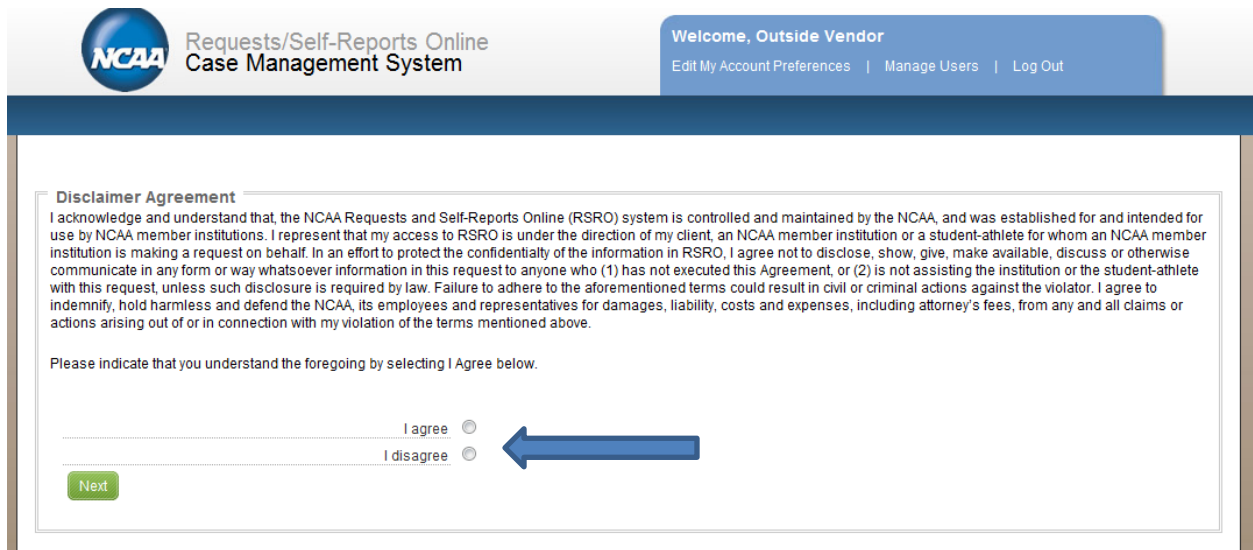
3. You will be prompted to enter in your email address and your password. By default we have set the passwords to “password1”. Please change the password when you login by clicking on the Forgot Password? Button.

A screenshot of the NCAA Applications login page. The page header shows the NCAA logo and 'NCAA Applications'. The main content area is titled 'Log in to My Apps'. On the left, there are input fields for 'Email' and 'Password', a checkbox for 'Is this a public or shared computer?', a 'Sign in' button, and a 'Forgot Password?' link. A blue arrow points to the 'Forgot Password?' link. On the right, there is a section titled 'Are you a college-bound student-athlete?' with the NCAA Eligibility Center logo and a 'Log in or Register' button. A blue arrow points to the 'Log in or Register' button. At the bottom, there is a link for 'Questions or Assistance? Contact the NCAA Web Help Desk.'

- 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.



- 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.



Home Search Resources

## Case Precedent Search

**General Case Information**

Case Number

Case Type

- Progress-Toward-Degree Waiver
- Prospective Student-Athlete Review
- Season of Competition/Participation Waiver
- Secondary Violations
- Student-Athlete Reinstatement Request

Any  All

Sport

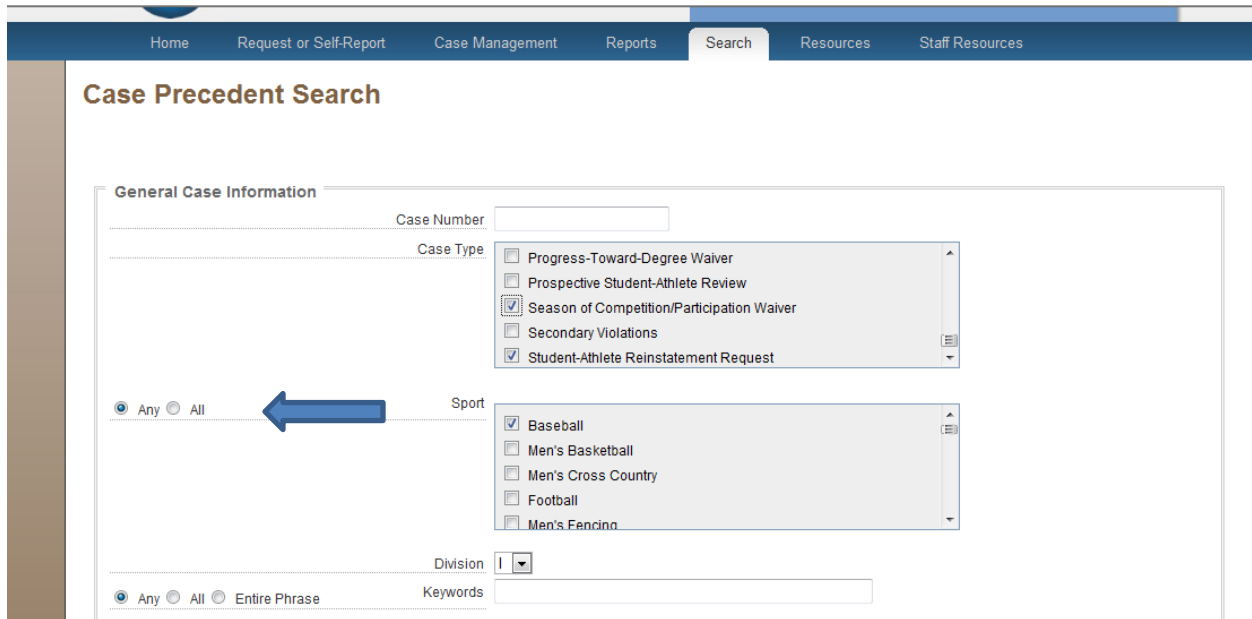
- Baseball
- Men's Basketball
- Men's Cross Country
- Football
- Men's Fencing

Division

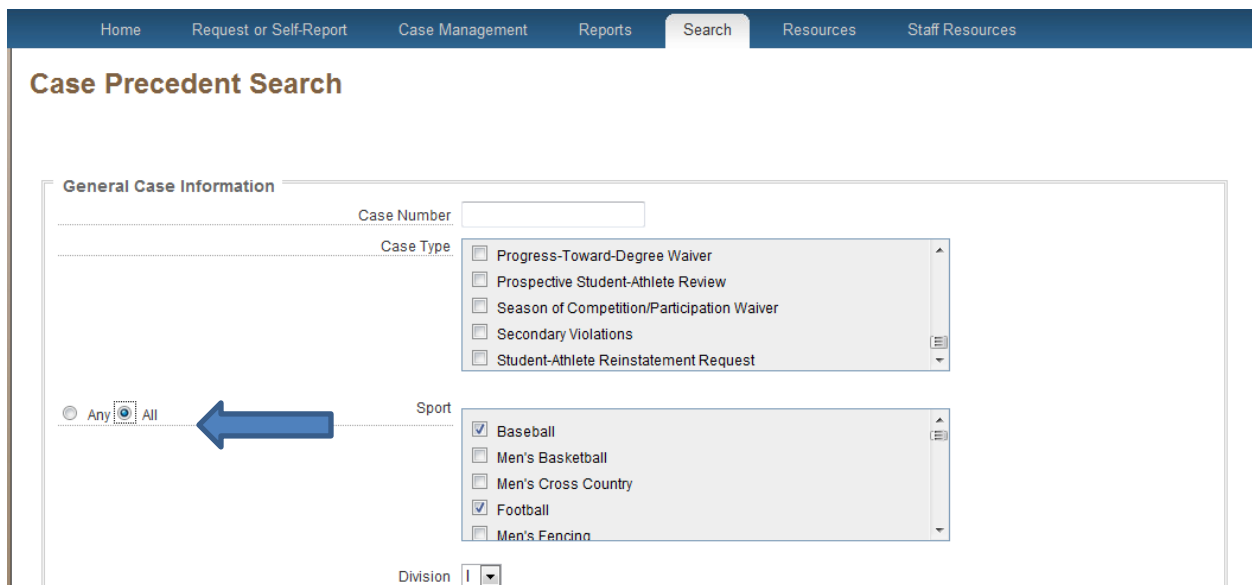
Any  All  Entire Phrase

Keywords

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".

The screenshot shows the search interface with the following settings:

- Case Type:** A list of checkboxes with "Student-Athlete Reinstatement Request" selected.
- Sub Case Type(s):** A list of checkboxes, all of which are unselected.
- Sport:** A list of checkboxes with "Baseball" selected.
- Division:** A dropdown menu with "I" selected.
- Keywords:** An empty text input field.
- Search Options:** Radio buttons for "Any" (selected), "All", and "Entire Phrase".

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.

The screenshot shows the search interface with the following settings:

- Case Number:** An empty text input field.
- Case Type:** A list of checkboxes with "Student-Athlete Reinstatement Request" selected.
- Sport:** A list of checkboxes with "Baseball" selected.
- Division:** A dropdown menu with "I" selected, indicated by a blue arrow.
- Keywords:** An empty text input field.
- Search Options:** Radio buttons for "Any" (selected), "All", and "Entire Phrase".
- Legislative Cite(s):** A section with radio buttons for "Article" and "Specified Legislative Cite(s)". The "Specified Legislative Cite(s)" option is selected, and the text "14.1.8" is entered in the adjacent field, indicated by a blue arrow.

- 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).

The screenshot displays the 'Case Precedent Search' interface. At the top, there are navigation tabs for 'Home', 'Search', and 'Resources'. The main heading is 'Case Precedent Search'. Below this, there are three buttons: 'View selected case(s)', 'PDF of selected case(s)', and 'Show search criteria or perform new search'. A 'Show / hide columns' button is also present. The search results are displayed in a table with columns: Case Number, Bylaw Cite(s), Decision Date, Case Type, Sub Case Type(s), Summary, and Related Cases. Two cases are listed: Case 11963 (Decision Date: 03/20/2012) and Case 12259 (Decision Date: 01/30/2013). A blue arrow points to the 'View' link for Case 11963. Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom, there are three buttons: 'View selected case(s)', 'PDF of selected case(s)', and 'Show search criteria or perform new search'. A blue arrow points to the 'View selected case(s)' button.

	Case Number	Bylaw Cite(s)	Decision Date	Case Type	Sub Case Type(s)	Summary	Related Cases
<a href="#">View</a>	11963		03/20/2012	Student-Athlete Reinstatement Request	Recruiting, Contacts and Evaluations	Hello	
<a href="#">View</a>	12259	15.2.2.1 - Off-Campus Room and Board Stipend. 16.11.2.1 - General Rule.	01/30/2013	Student-Athlete Reinstatement Request	Financial Aid, Maximum Award Limitations	Institution provided impermissible extra benefit and overaward when provding SA \$150 in meal money. Specifically, in 2010 institution's director of football operations provided impermissible meal money to SA. Value was \$150. Violation discovered through discussions with compliance.	SEC/Level 3 XXXXXXXX-12257 (Closed)