

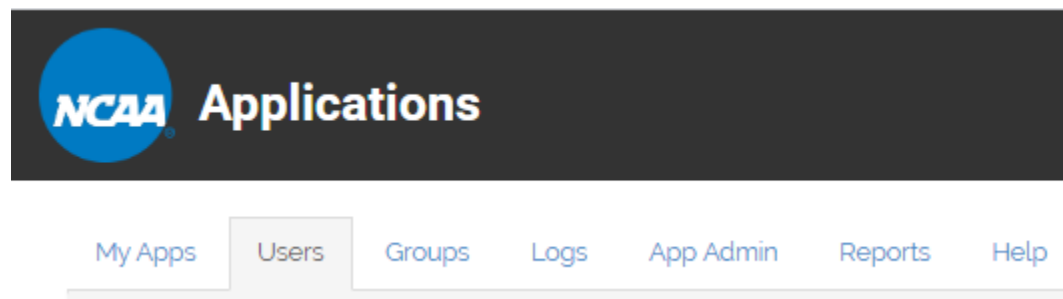


# **For Test Administrators:**

## **Creating NCAA MyApps Access**

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# USERS ADMINISTRATION



- The “Users” tab is found at the top of the page.
- By selecting the “Users” tab, the system will display all currently active users.
- It is recommended that two (or more) people on campus be selected to administer the SSO system.
- The SSO administrators are responsible for assigning access and privileges to users on campus.
- Users are directed to the SSO administrators with questions and concerns about the access and privilege assignments.
- The SSO administrators and application administrators are the only users that have access to the “Users” tab and its functions.
- Unless otherwise stated, NCAA applications (e.g., Requests/Self-Reports Online, Compliance Assistant, etc.) were designed and are intended for use by NCAA members. The NCAA provides administrators the ability to determine and assign access to NCAA applications through SSO at prescribed access levels. Administrators should take care to protect data by providing only the access levels needed for each individual that has access to the system. Administrators are ultimately responsible for any access to information that is provided to an unintended user.

## How to Add a User to the List

1. Click the “Users” tab in the tool bar.
2. A list of users created by the SSO administrator appears. (Note: New members will include administrators established by the national office.)
3. Click the “Create New User” link found on the left side of the page.
4. Complete the new user’s profile information.
5. The Email, First name, Last name, Password and Active fields are required. Other fields are available for the administrator’s convenience (e.g., title, department, phone number).
  - a. To make a user an administrator of the SSO system, which allows the user to create user accounts and assign account privileges, select “Yes” from the drop-down for the field labeled “Administrator.” The users marked as an Administrator can be identified in the user list screen with a “true” in the “Administrator?” column.
  - b. Two email notifications are sent to the new user created when the check box labeled “Send email notification of new account” is selected.

Account username email:  
You have been setup with an NCAA Business Applications Member Access  
Account by <%= @admin\_user %>. Your username is <%= @user.email %>.

Account password email:  
You have been setup with an NCAA Business Applications Member Access  
Account by <%= @admin\_user %>. Your password is <%=  
@user.plain\_password %>.

**Note:** Users have the ability to change their password (see the Password  
section of this user guide).

6. Click the **“Create User”** button to save the new user information.

My Apps Users Groups Logs App Admin Reports Help

Email and username are different  (Check if their account id will not be a valid email address.)

Email:

First name:

Last name:

Title:

Department:

Phone:

Notes:

Active:

Expires after:  (Date when account will automatically expire.)

Administrator?:  (Administrators can create user accounts and assign account privileges.)

Send email notification of new account? ☒

Create User or Cancel

## How to Add Access to a Specific Application

1. Click the “Users” tab in the tool bar.
2. Click the appropriate user’s name in the list.
3. Click the drop-down arrow in the “Access To” tool bar to see the available applications.
4. Highlight the application to which the user should have access.
5. Click the **“Add Application Access”** button.

Access To

NCAA Eligibility Center

CompFormStaff

Compliance Assistant

Compliance Forms

Copyright Royalty Board

Add Application Access

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6. Once the application appears under the “Access To” tool bar, assign appropriate roles and privileges.
  - a. To assign the role of Application Administrator, click the check box which allows the user to assign other users and privileges to that specific program.  
**Note:** An Application Administrator does not have access to create a group.

Access To

NCAA Learning Portal

Add Application Access

▼ NCAA Learning Portal

Remove access to this application

Roles

☒ Application Administrator?

Miscellaneous

External ID 31282141-c8d9-46f3-9fe6-3202b80107b4

- b. Assign appropriate privileges to users, to allow or restrict access to perform their specified job functions. Generally, the access options are **Group Default** or **None, Yes** or **No**. Others use differing levels of access including: **Full Access, Update Only, Read Only** and **None**.

The **Group Default** or **None** option provides a user the access level allowed by the group the user is assigned to, or no access if the user is not assigned to a group that provides any access.

- 1) The **Yes** option provides a user complete access to that program or area of the program and allows that user to add, edit, save and delete information.
- 2) The **No** option would not provide a user any access to that area of the program.
- 3) The **Full Access** option provides a user complete access to that area of the program and allows the user to add, edit, save and delete information.
- 4) The **Update Only** option allows the user the ability to add, edit and save information.