



# **For Test Takers:**

## **Using NCAA MyApps**

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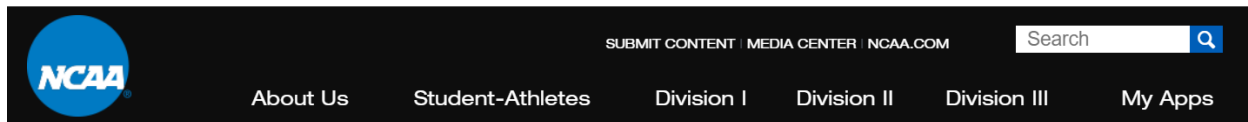
# NCAA Single-Source Sign-On System Quick Start Guide for Users

## How Does a User Access Single-Source Sign-On?

Users of the Single-Source Sign-On system must have an individual account (user ID and password) created by the member's SSO administrator. Once a user account is established by the member institution's or conference's SSO administrator, the user may access programs made available to them via the "My Apps" link located on the top right of the homepage of [ncaa.org](http://ncaa.org). After logging in, the user will see the applications for which access privileges have been assigned. No additional login is needed to access the assigned applications.

## How to Log In

1. Go to [ncaa.org](http://ncaa.org).
2. Click the **"My Apps"** link found in upper right hand corner of the page. (see fig. 1)



(fig.1)

3. Enter Email and Password (Note: The email must be the email used to set up the account). (see fig. 2)
4. Click the **"Sign in"** button. (see fig. 2)

A screenshot of the 'Log in to NCAA Applications' page. At the top left is the NCAA logo and the text 'NCAA Applications'. Below this is a login form with fields for 'Email' (with placeholder text 'Email or Username') and 'Password'. Below the password field is a checkbox labeled 'Is this a public or shared computer?' with an information icon. A blue 'Sign in' button is to the left of a 'Forgot Password?' link. At the bottom of the form, there is a note: 'If you are a high school administrator, you cannot log in on this page. Instead, go to the [NCAA Eligibility Center High School Portal](#) website.' and a link for 'Technical questions or assistance? Contact the [NCAA Web Help Desk](#).'

fig. 2

## How to Change a Password

1. Click the **“My Profile”** link in the “Welcome” tab. (see fig. 3)



fig. 3

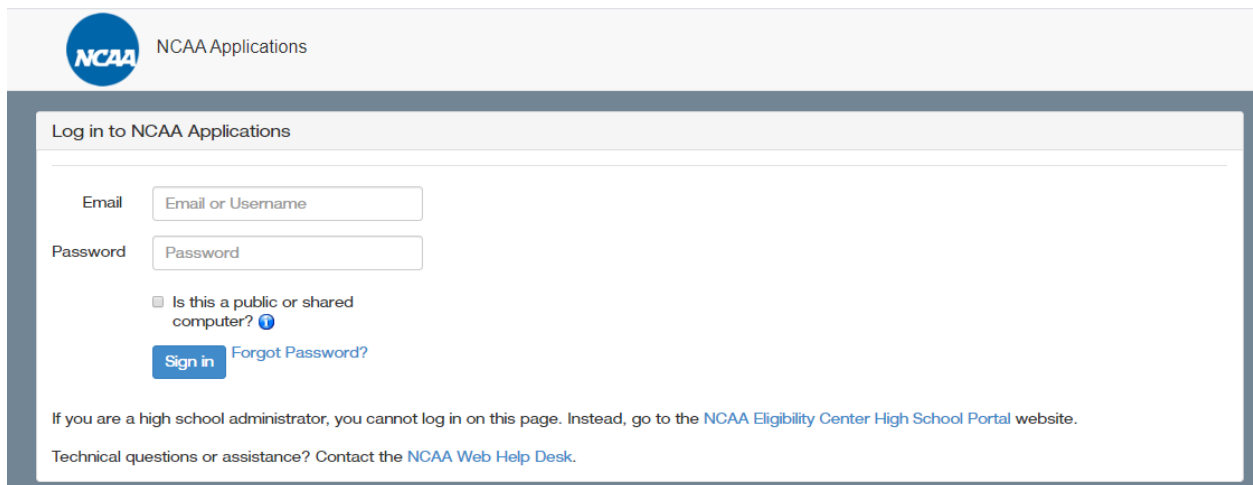
2. Enter the new password in the data fields Password and Password confirmation. (see fig. 4)
3. Click the **“Submit”** button. (see fig. 4)

A screenshot of the "My Account" page. The header bar is identical to the one in fig. 3. Below the header, there are navigation links: "My Apps", "Users", and "Help". The main content area is titled "My Account". Inside this area is a form with two input fields. The first field is labeled "Password:" and the second is labeled "Password confirmation". Below these fields is a green "Submit" button.

fig. 4

## How to Find a Forgotten Password

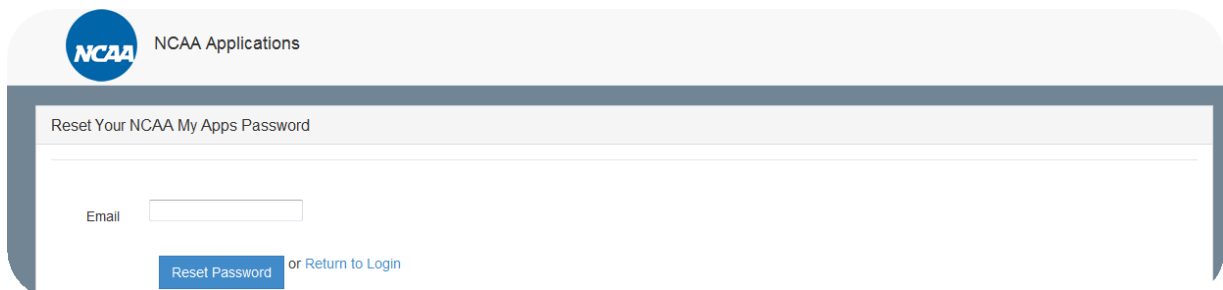
1. If a password is forgotten, click the “**Forgot Password?**” link. (see fig. 5)



The screenshot shows the NCAA Applications login interface. At the top left is the NCAA logo and the text 'NCAA Applications'. Below this is a header 'Log in to NCAA Applications'. The main form area contains an 'Email' field with the placeholder 'Email or Username', a 'Password' field with the placeholder 'Password', and a checkbox labeled 'Is this a public or shared computer?' with a help icon. Below the fields are two buttons: 'Sign in' and 'Forgot Password?'. At the bottom of the form, there is a note for high school administrators and a link to the 'NCAA Web Help Desk'.

fig. 5

2. A screen will appear in which to enter the user's email address. (see fig. 6)



The screenshot shows the 'Reset Your NCAA My Apps Password' page. At the top left is the NCAA logo and the text 'NCAA Applications'. Below this is a header 'Reset Your NCAA My Apps Password'. The main form area contains an 'Email' field. Below the field are two buttons: 'Reset Password' and 'Return to Login'.

fig. 6

3. Type the email address used to create the account in the Email field and click the “**Reset Password**” button.
4. An email from [nobody@ncaa.org](mailto:nobody@ncaa.org) will be sent to the email address entered with a new password.  
**Note:** Users should check their junk email folder if they do not receive an email in their main inbox.

## Help and Support

For additional help and support, contact your institution's SSO administrator or email [webhelpdesk@ncaa.org](mailto:webhelpdesk@ncaa.org).