

NCAA Compliance Forms Database

2025-26 Institutional Manual

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Getting Prepared (for Division III Only)

NCAA Division III student-athletes are not required to register through the NCAA Eligibility Center; however, in order for the institution to use the NCAA Compliance Forms Database the student-athlete must have an NCAA ID. Please check and make sure your student-athletes have a profile account and a permanent NCAA ID before starting the process in the Compliance Forms Database. The ID should not have a letter in it (this is only a temporary ID and will eventually get deleted out of the system). First, search the NCAA ID Lookup for the student-athlete to see if they have an Eligibility Center Certification Account (this would have been a paid account). If the student-athlete does not have an ID, ask the student-athlete to create a free Profile Page at this address: https://web3.ncaa.org/ecwr3/ and provide you with the ID. Note: Do not use the Create NCAA ID on the NCAA ID Lookup as this will create a temporary ID. Once you have all the student-athlete IDs you may begin with the Database.

Section No. 1: Getting Started

This section includes information regarding accessing the NCAA Compliance Forms Database. Access to the database is granted via the Single-Source Sign-On (SSO) system.

- a. Click the My Apps link in the Membership area of the homepage at <u>www.ncaa.org</u>.
- b. Log into the system using your SSO email and password.
- c. Click the Compliance Forms link on the My Applications page.



If Compliance Forms does not appear in the list on the My Applications page, contact your institution's SSO administrator to have the application added to your privileges.

d. The following page will appear after logging into the database:



Section No. 2: Creating a Team List

This section includes information regarding creating a squad list which can be accomplished using multiple sources.

You may choose to import data from the following sources to create a squad list:

- a. Text File (manual entry);
- b. Institutional Request List (IRL)/NCAA Eligibility Center;
- c. Compliance Assistant (CA); and
- d. Compliance Forms Database Roll-Over.

Importing Data from a Text File

| Create Team List | Edit Staging List | Review/Email Team List | Resources | Search | Reports |
|---------------------------------------|----------------------------------|------------------------|-----------|--------|---------|
| Welcome! Please select from below | <i>N</i> : | | | | |
| Import from Text File Import from IRL | Import from Compliance Assistant | Import from Roll-Over | | | |

- a. The Import from Text File option allows the institution to enter its student-athlete data into the system through a text file.
- b. Click the Import from Text File link.

| Create Team List | Edit Staging List Review/Email Te | eam List Resources Se | earch Reports | | |
|---|---|--|------------------------|---|---|
| Import from Text Fil | e Import from IRL Import from Compliand | ce Assistant Import from Roll-Over | * | | |
| Your student rollover fr | rom last year's data is complete for the new acade | mic year 2024-2025. The link is deactive | ated. Thank you! | | |
| Import from | Text File | | | | |
| Text File: Choose (This will import stud | File No file chosen Import fro dent-athlete data from a "tab delimited" text file) | om Text File Reset | | | |
| This tab delimited to | ext file must have the following format. There shou | ild be a "tab" between each data item. | Show me a sample file. | | |
| NCAA ID | Email | First Name | Last Name | Student Type | Division Sport Co |
| 2901001234 | testEmail@ncaa.org | John | Clayton | | 3 MFB |
| | | | | Data should comply | with the following conditions: |
| NCAA ID | NCAA ID should always be 10 alphanumeric | long | Email | It should be a valid email addr | ess. |
| Student Type | Student type should be 2 characters long. It o IF> Incoming Freshman IT> Incoming Transfer RS> Returning Student | can only be 'IF', 'IT' or 'RS' | Division | It can only be 1, 2, or 3. | |
| Sport Code | Sport code should be 3 characters long. It mu Valid Sport Codes: Baseball (MBA) | ust be a valid NCAA sport code. | Date of Birth | Date of birth must be in MM/D | D/YYYY format only. |
| | Country code should be 2 characters long. It | must be a valid country code. | | If country code is 'US' or Cana State Code should be 2 chara | ida ('CA') then the state code must be provided otherwi |

- c. The institution may create a text file using Microsoft Notepad or Microsoft Excel.
 - If the institution elects to use the Microsoft Notepad program, click Start, All Programs, Accessories and then Notepad to access the program.
 - If the institution elects to create a text file using Microsoft Excel, the file must be saved as type Text (Tab delimited) (*.txt). Macintosh users should save the comparable Excel file as type Text (Macintosh) (*.txt).
- d. Column headings may be used in Microsot Excel to facilitate data entry; however, column headings must be deleted prior to importing the text file. Enter the data elements in the text file.

- Eleven data elements must be entered *in the order specified below* for each student-athlete:
 - NCAA ID (must be 10 digits in length)
 - o Email
 - o First Name
 - o Last Name
 - Student Type
 - Enter IF if the student-athlete is an incoming freshman.
 - Enter IT if the student-athlete is an incoming transfer.
 - Enter **RS** if the student-athlete is a returning student.
 - Division (must be 1, 2 or 3)
 - Sport Code (must be three characters in length; refer to spreadsheet)
 - Date of Birth (MM/DD/YYYY format only)
 - o City
 - Country (must be two characters in length; refer to spreadsheet)
 - State (must be two characters in length; refer to spreadsheet)
- Each data element (for each student-athlete) should be separated by one tab command.
 - Failure to separate each data element by one tab command will result in an unsuccessful import.
- Each student-athlete must appear on a new line.
- e. The data elements must appear as follows:

| 0910324564 jk | kenny10@ncaa.org | Kenny JulietteIF | 1 | WCC | 5/03/1989 | RYE | US | NY |
|---------------|------------------|------------------|---|-----|-----------|-----|----|----|
|---------------|------------------|------------------|---|-----|-----------|-----|----|----|

f. Below is a sample Microsoft Notepad text file.

| //// WCC Squad List | 2013-14 - Notepad | | | | | | | | | _ 🗆 × | 1 |
|---------------------|-------------------|-------|----------|----|---|-----|----------|-----|----|-------|---|
| File Edit Format | View Help | | | | | | | | | | |
| 0910324564 | jkenny10@ncaa.org | Kenny | Juliette | IF | 1 | WCC | 5/3/1989 | RYE | US | NY 🔺 | ĺ |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | 1 |
| | | | | | | | | | | - | l |
| | | | | | | | | | | | ŝ |

g. Below is a sample Microsoft Excel text file.

| 📉 F | Image: Image Service of the servic | | | | | | | | | | | | | | |
|----------|--|---------------------|----------------|------------|-------|--------------|-----|---------|-------|------------|-------|------|-------|--------------------|-----------------------------|
| | Cut | | Calibri | | - 9 - | A A | = = | | ∎ w | rap Text | | Gene | ral | ¥ | 5 |
| Pa | ste 💞 For | py ★ mat Painter | B 2 | <u>u</u> - | - 🖾 | • <u>A</u> • | | ∎∣∰ € | E M | erge & Cen | ter - | \$ - | %, | 00. 0.≁ 0.∢ 00. | Conditional Formatting ~ |
| | Clipboar | d n | i l | For | nt | Es. | | Aligi | nment | | - Fai | | Numbe | r G | |
| | B3 | - (0 | f _x | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | А | в | с | D | E | F | G | н | 1 | J | K | | L | М | N |

h. Save the text file and return to the Compliance Forms Database. As noted above, if the text file was created using Microsoft Excel, it must be saved as type Text (Tab delimited) (*.txt).

i. Click the Browse button, select the appropriate text file and click the Import from Text File button.



j. After successfully importing the text file, the text box will populate with "Data from text file has successfully imported".

| Create Squad List | Edit Staging Lis | t Review/Email Squad List | Resources | Reports/Search |
|---------------------------------------|-------------------------------------|---------------------------|-----------|----------------|
| Import from Text File Import from IRL | Import from Compliance Assistant In | mport from Roll-Over | | |

Data from text file has successfully imported.

k. If the data has not been imported successfully, an error message will appear.

| | Create | ate Squad List Edit Staging List Review/Email Squad List Resources | | | | | | | |
|---|--|--|--|------------|--|-----------|--|----------------------------|--|
| ŀ | Import from Text File Import from IRL Import from Compliance Assistant Import from Roll-Over | | | | | | | | |
| l | Your text file import has failed due to the following errors. Data has not been imported. Please correct your text file and try again. | | | | | | | | |
| l | Row No. | NCAA ID | | First Name | | Last Name | | Problem with Data | |
| I | 1 | 0910324564 | | Kenny | | Juliette | | Country Code is not valid! | |

Importing Data from the Institutional Request List (IRL)/NCAA Eligibility Center

a. The Import from IRL option allows the institution to import student-athlete data contained in the NCAA Eligibility Center database.

| Create Team List | Edit Staging List | Review/Email Team List | Resources | Search | Reports |
|---------------------------------------|----------------------------------|------------------------|-----------|--------|---------|
| Import from Text File Import from IRL | Import from Compliance Assistant | Import from Roll-Over | | | |

b. Click the Import from IRL link. The following page will appear:



c. Select an academic year from which to import student-athlete data by clicking the Recruitment Cycle drop-down box.



- d. Please note that the institution must select an academic year from the Recruitment Cycle drop-down box. This field may not be left blank.
- e. Click the Import from IRL button to import student-athlete data from the selected Recruitment Cycle.

Importing Data from Compliance Assistant (CA)

Please note that for institutions that have migrated to CA 2.0, data will be imported from CA 2.0. For institutions that have not yet migrated to CA 2.0, data will be imported from CA 1.0.

a. The Import from Compliance Assistant option allows the institution to import student-athlete data contained in CA.

| Create Team List | Edit Staging List | Review/Email Team List | Resources | Search | Reports |
|---------------------------------------|----------------------------------|------------------------|-----------|--------|---------|
| Import from Text File Import from IRL | Import from Compliance Assistant | Import from Roll-Over | | | |

b. Click the Import from CA link. The following page will appear:

| Create Team List | Edit Staging Lis | st Review/Email Team List | Resources | Search | Reports | | | | |
|----------------------------|-------------------------|--|----------------------|-------------------|---------|-----------------|---------------------------|---------------------------------|------------------------|
| Import from Text File | Import from IRL | Import from Compliance Assistant | Import from Roll | l-Over | | | | | |
| Your student rollover from | n last year's data is c | omplete for the new academic year 2024 | -2025. The link is d | leactivated. Than | k you! | | | | |
| Import from C | ompliance / | Assistant (CA) | | | | | | | |
| | | | | | Ac | cademic Year | Import from CA | Constitution Accident for col | |
| | | | | | | (This will pull | student-athlete data fron | n Compliance Assistant for sele | icted academic year.) |
| | | | | | | | | | |
| | | | | | | | | | |

c. Select an academic year from which to import student-athlete data by clicking the Academic Year drop-down box.



- d. Click the Import from CA button to import student-athlete data for the selected academic year.
- e. If no student-athlete data has been entered for the selected academic year, a message will appear in the text box located to the right of the Import from CA button.

| Create Squad List Edit Staging List | Review/Email Squad List Resources |
|--|--|
| Import from Text File Import from IRL. Import from Compliance Assistant. | Import from Roll-Over |
| Import from Compliance Assistan | nt (CA) |
| Aca | demic Year Import from CA |
| | No CA data available for selected academic |
| | year. |
| | |

Importing Data from Roll-Over

a. The Import from Roll-Over function allows the user to roll over the information from the previous year's squad lists.

| Create Team List | Edit Staging List | Review/Email Team List | Resources | Search | Reports |
|-------------------------------------|--|------------------------|-----------|--------|---------|
| Import from Text File Import from I | RL Import from Compliance essistant In | nport from Roll-Over | | | |

- b. Begin by selecting the Import from Roll-Over link.
- c. Once the text below the links appears then you can begin to edit the squad list.

Section No. 3: Editing a Squad List

This section includes information on reviewing and editing the squad list prior to emailing the form access information to the student-athletes.

Edit Staging List Overview

• The Edit Staging List area is where imported student-athlete data is pooled and displayed. It can be considered the squad list working area. Institutions <u>must</u> check the Edit Staging List area after importing data to identify duplicate student-athlete records, identify any incorrect information, and to move student-athletes to the final squad list. Duplicate student-athlete records appearing in the same sport may not be moved from the staging area to a squad list, delete any duplicates. Note: Should you get a Duplicate error message please check and make sure the ID is correct if the student-athlete is a returning student, you can check the previous years forms ID using the Search tab.

Viewing Imported Data

a. To view and edit imported student-athlete data, click the Edit Staging List tab.

| Create Team List | Edit Staging List | Review/Email Team List | Resources | Search | Reports |
|---------------------------------------|----------------------------------|------------------------|-----------|--------|---------|
| Import from Text File Import from IRL | Import from Compliance Assistant | Import from Roll-Over | | | |

b. Select the appropriate sport from the drop-down box and click the Filter button to display the imported student-athlete records.



Understanding the Imported Data

• Imported data will be displayed in the format below:

| Print PDF | s for selected athletes | Show/Hide Filter Re | fresh Data Add Student Delete Entire Data fro | m Staging | | | | | | | | |
|--|-------------------------|---------------------|---|-----------|----------|--------------------|---|--------|----------------------------------|--|--|--------|
| Sport Beseball 🔻 First Name: 🛛 Last Name: Potential Dupicates? 🔽 | | | | | | Print | | | | | | |
| | Duplicate | NCAA ID | Name | Div | Sport | Email | | Туре | Details | | | |
| Move | | 2208835097 | Account, Webinar | | Baseball | dgrady13@yahoo.com | 1 | Return | 04/23/2008, Indianapolis, IN, US | | | Delete |

(1) Action

The Action column located on the left-hand side of the main screen provides the institution with the option to move a particular student-athlete to the squad list. After the student-athlete record has been reviewed and verified, click the Move link in the Action column to the left of the student-athlete's name to move the student-athlete to the squad list.

- If you receive an error message within the edit staging list, hover over the error message to identify what needs to be corrected to move the record to the team list.
- (2) Duplicate

The Duplicate column indicates whether a student-athlete has the same NCAA ID as another student-athlete entered into the system. **Note:** The duplicate record could reside in the same sport, different sport or even a different institution's account.

(3) NCAA ID

The NCAA ID column displays the NCAA ID of the student-athlete. If there is a red asterisk (*) next to the student-athlete's NCAA ID, the displayed NCAA ID cannot be found in the NCAA Eligibility Center database. Student-athletes with an unrecognizable NCAA ID cannot be moved to the squad list.

(4) Name

The Name column displays the student-athlete's first and last name. The name display contains a hyperlink which, when clicked, creates a pop-up window. The institution may update a student-athlete's demographic information via the pop-up window. Click Save to save changes to the student-athlete's record in the database and Close to refresh the main data page.

| | Update Student- | Athlete in Staging Are | a | | | | | | | |
|--|--|------------------------|-----------------------|--|--|--|--|--|--|--|
| Student-Athlete Information | | | | | | | | | | |
| Fields marked with "*" are required | Fields marked with "" are required fields. | | | | | | | | | |
| The manner and the squares area of the squares area of the square state of the squares are squares and the squares area of the | | | | | | | | | | |
| a por energy of the control of the c | | | | | | | | | | |
| in por units une recent por supplications person to the unit concept recent provide the supplications in you can use a supplication provide the supplications of the supplication of the s | | | | | | | | | | |
| Please search for the student-au | nete thoroughly before creating new student-atmete record and wCAA ID. | | | | | | | | | |
| | | | | | | | | | | |
| Academic Year: | 2012-2013 💌 | Student Type: | Incoming Freshman 💌 | | | | | | | |
| NCAA ID: * | 0910324564 | | | | | | | | | |
| First Name: * | Kenny | Last Name: * | Juliette | | | | | | | |
| Lookup NCAA ID | | | | | | | | | | |
| DOB: | 05/03/1989 | Email Address: | jkenny10@ncaa.org | | | | | | | |
| Division: * | | Sport: * | Women's Cross Country | | | | | | | |
| Country: | UNITED STATES OF AMERICA | | | | | | | | | |
| City: | RYE | State: NEW YORK | × | | | | | | | |
| | Save | Reset Close | | | | | | | | |
| | | | | | | | | | | |

The updating of NCAA ID, Student Type, Division, and Sport Code will update the selected student-athlete record on the main screen of the staging area. The updating of other fields will update all identical records of the student-athlete in the database.

(5) Div

The Div column displays the division of the student-athlete's sport.

(6) Sport

The Sport column displays the student-athlete's sport.

(7) Email

The Email column displays the student-athlete's email address.

(8) Type

The Type column displays the student-athlete's status as an incoming freshman (IF), incoming transfer (IT) or returning student (RS).

(9) Details

The Details column displays the student-athlete's date of birth (mm/dd/yyyy) and the student-athlete's home city, state and country. This data may be modified by clicking the student-athlete's name.

(10) Action

The Action column on the right-hand side of the main screen provides the institution with the option to delete a student-athlete record from the staging area.

Edit Squad List Functions

• In addition to the Filter function, the institution should make note of the Refresh Data, Add Student and Delete Entire Data from Staging functions that appear in the Edit Staging List area.

| Create Squad List | Edit St | aging List R | eview/Email Squad | List Resources | | | | | |
|-------------------|--------------|------------------|------------------------|--|-----------------------|---|-------|-------------------------|--------|
| Show Hide Filter | Retresh Data | Add Student, Del | ete Entire Data from s | and the second sec | | | | | |
| Sport Women's Cro | ss Country | Pirst Name. | | ast Name: | Potential Duplicates? | • | | | Filter |
| Action Duplicate | NCAA ID | Name | Div | Sport | Email | | Туре | Details | |
| Move | 0910324564 | Julette, Kenny | 1 | Women's Cross Country | Renny10@ncaa.org | | Frosh | 05/03/1989, RYE, NY, US | |

(1) Refresh Data

Click Refresh Data to refresh the data in the screen per the filter defined earlier (e.g., sport).

(2) Add Student

Click Add Student to add a student-athlete to the staging area. Once clicked, the following pop-up window will appear:

| | | Add Student-A | Athlete to Staging A | rea | | | | | |
|--|---|-----------------------------------|----------------------|-----|--|--|--|--|--|
| Student-Athlete Information | | | | | | | | | |
| Fields marked with ^{™™} are required fields. | | | | | | | | | |
| If you want to add a student-athlete's record, enter the NC-AA ID and click anywhere on this page. The student-athlete's first name, last name and date of birth will be populated for you. | | | | | | | | | |
| If you don't know the NCAA ID of student-athiete, enter student-athiete's first name, last name and click on the the "Lookup NCAA ID" to find the student-athiete. If you don't find the student-athiete, you can create a student-athiete record and NCAA ID. | | | | | | | | | |
| Please search for the student- | athlete thoroughly before creating new st | udent-athlete record and NCAA ID. | | | | | | | |
| | | | | | | | | | |
| Academic Year: | 2014-2015 💌 | | Student Type: | × | | | | | |
| NCAA ID: * | | | | | | | | | |
| First Name: * | | | Last Name: * | | | | | | |
| Lookup NCAA ID | | | | | | | | | |
| DOB: | | | Email Address: | | | | | | |
| Division: * | 1 | | Sport: * | × | | | | | |
| Country: | | • | | | | | | | |
| City: | | | | | | | | | |
| | | Add Stude | ent Reset Close | | | | | | |
| | | | | | | | | | |

- Complete ALL fields.
- Click the Add Student button to add the student-athlete to the database. Click the Close button to refresh the main screen of the staging area. The new student-athlete record will appear on the main screen.
- (3) Delete Entire Data from Staging

Click Delete Entire Data from Staging to delete all imported student-athlete data from the staging area. **Note:** If a record for a student-athlete was imported that is not attending the institution it should be deleted so that the appropriate institution may continue its process with the student-athlete data. The Database does not allow a student-athlete to be active in more than one institution during the current year.

Section No. 4: Emailing a Student-Athlete

This section provides information regarding the email process in order for the forms to be completed by a student-athlete electronically. Please note the email to the student-athlete comes from <u>Forms@ncaa.org</u>. Sometimes the email goes to the Junk folder.

| Create Squad List | Edit Staging List | Review/Email Squad List | Resources | | |
|---------------------|-----------------------------|-------------------------|-----------|------|---------|
| Show/Hide Filter Re | resh Data Show Entire | Souad List Send Email | | | |
| Sport | First I | lame: Last N | ame: | | |
| Status | NCAA ID Name | Div Spor | t Email | Туре | Details |

- a. To email a student-athlete and request that he or she complete the compliance forms, click the Review/Email Squad List tab.
- b. In addition to allowing the institution to email a student-athlete, the Review/Email Squad List function allows the institution to update a student-athlete's demographic details or delete a student-athlete from the squad list. The Review/Email Squad List screen closely resembles the Edit Staging List screen but serves a different purpose.
- c. Select the appropriate sport, click the Filter button.

| Create Squad List Edit Stag | ing List Review/Email Squa | ed List Resources | Reports/Search | | |
|--------------------------------------|--|--|-----------------------|--------------|---|
| Print PDF's for selected athletes. S | how/Hide Filter Refresh Data, S | how Entire Squad List Send E | mail | | |
| Sport | First Name: | Last Name: | | | Filter |
| Basaball | · | Div Sport | Email | Type Details | |
| No m Gasedan Pleas Field Hockey | on or select a sport and e | lick on "Refresh Data" link. | | | |
| You Pootball To se Men's Archery | selecting sport) to see m school's squad, please of | aximum 300 student-athletes in lick on "Show Entire Squad Lis | the list. t" link. | | |
| Men's Badminton | | | | | |
| Men's Bowling | | | | 02 | 014 NCAA Terms and Conditions Privacy |

d. The student-athlete records that were moved to the squad list will appear:

| | Print P | DF's for selected | d athletes S | Show/Hide Filter | Refresh Data | Show Enti | re Squad List | Send Email | | | | |
|----|---------|-------------------|--------------|------------------|--------------|-----------|---------------|------------|--------------------|-------|----------------------------------|--------------|
| Sp | ortB | aseball | | ✓ First | Name: | | Last Name: | | | | | Filter Print |
| | | Status | NCAA ID | Name | | Div | Sport | | Email | Туре | Details | |
| | | 0 | 0708212001 | Clayton, Jol | <u>1n</u> | 1 | Baseball | | testemail@ncaa.org | Frosh | 11/30/1993, INDIANAPOLIS, IN, US | Delete |

e. Select the student-athlete the institution wishes to email by clicking the checkbox to the left of the Status column.

| | Print P | DF's for selected | d athletes S | Show/Hide Filter | Refresh Data | Show Ent | ire Squad List | Send Email | | | | |
|----|---------|-------------------|--------------|------------------|--------------|----------|----------------|------------|--------------------|-------|----------------------------------|--------------|
| Sp | ortB | aseball | | ✓ First | Name: | | Last Name: | | | | | Filter Print |
| | | Status | NCAA ID | Name | | Div | Sport | | Email | Туре | Details | |
| | | 0 | 0708212001 | Clayton, Joh | <u>in</u> | 1 | Baseball | | testemail@ncaa.org | Frosh | 11/30/1993, INDIANAPOLIS, IN, US | Delete |

- f. If the student-athlete is a minor you will see a red "M" in the status column.
- g. To allow a minor's parents or legal gaurdians to sign the minor consent form electronically (Student-athlete drug consent form) Click on the student-athlete's name and add the parent information. Click Save when complete.

| Update Team Stude | nt-Athlete |
|-------------------------------|---|
| - Student-Athlete Information | |
| | MINOR Drug-Testing Form (hard copy) received? |
| Academic Year: | 2018-2019 * |
| NCAA ID: | 0501009391 |
| Student Type: | Incoming Freshman v |
| First Name: | Marie |
| Last Name: | Dillon |
| Date Of Birth: | 04/05/2002 |
| Email Address: | mdillon@ncaa.org |
| Parent First Name: | |
| Parent Last Name: | |
| Parent Email Address: | |
| Country: | UNITED STATES OF AMERICA |
| City: | Indianapolis State: INDIANA • |
| Division: | Sport: Football |
| | Save Reset Close |

h. Click the Send Email link. If student-athlete is a minor and the parent section was completed an email will be sent to the parent of the student-athlete allowing the student-athlete and parent to sign the minor consent forms. If the Minor Drug-testing form was received in hard copy check the box.

MINOR Drug-Testing Form (hard copy) received?

The following message will appear:



i. Click the OK button to send an email to the selected student-athlete(s) with login information to access the compliance forms questionnaire application.

Note: The user may send more than one email at the same time by selecting more than one checkbox to the left of the Status column before clicking the Send Email link. If the user chooses to select all of the student-athletes in the list select the checkbox next to the Status column heading before clicking the Send Email link.

Section No. 5: Monitoring Completion of the Forms

This section provides the information regarding monitoring the status and/or completion of the compliance forms.

Monitoring Completion of the Forms

To monitor the student-athlete's completion of the forms, visit the Review/Email Squad List screen. Student-athlete data will be displayed in the following format:

| L | | | | | |
|---|---------|------------|----------------------|-----|----------|
| | Status | NCAA ID | Name | Div | Sport |
| | 0 | 1305319375 | Barwick Jr., Michael | 1 | Football |
| | 0. ?. ! | 1309472714 | Blackmon, James | 1 | Football |
| | 0.7.1 | 1310515848 | B Hoetzel, Max | 1 | Football |
| | •_[M] | 1307413658 | Johnson, Robert | 1 | Football |

a. Status

The icon in the Status column will change to reflect the student-athlete's progress.

| Status | Completion Status and Issues |
|--------------|--|
| | • Forms have not been completed. |
| 0 | No questions have been answered. |
| | • Forms have not been submitted. |
| | • Forms are incomplete. |
| | • Student-athlete answered at least one question. |
| | • Forms have not been submitted. |
| | • Forms have been completed. |
| | • Student-athlete answered at least one question in a manner that requires |
| • | follow up by the institution. |
| | • Forms have been submitted. |
| 2 | • Student-athlete answered "Yes" to one or more questions related to drug |
| | testing. |
| 3 | • Student-athlete has a question for the compliance office. |
| [M] | • Compliance office has not received the student-athlete's minor consent |
| | form. |
| <u>○_[M]</u> | • Compliance forms have been electronically completed by parent for |
| | minor consent |
| 1 | PDF report of questions and student-athlete's answers. |

b. NCAA ID

The NCAA ID column displays the NCAA ID of the student-athlete. If there is a red asterisk (*) next to the student-athlete's NCAA ID, the displayed NCAA ID cannot be found in the NCAA Eligibility Center database.

c. Name

The Name column displays the first and last name of the student-athlete. The name display contains a hyperlink which, when clicked, creates a pop-up window. An institution may make changes to a student-athlete's demographic information via this window. Click Save to save changes to the student-athlete's record in the database. Click Close to refresh the main data page.

The updating of NCAA ID, Student Type, Division, and Sport Code will update the selected studentathlete's record on the main screen of the staging area. The updating of other fields will update all identical records of the student-athlete in the database.

If a student-athlete is under the age of 18, the student-athlete will be identified as a minor in the popup window. Once the institution has received the student-athlete's minor consent form, the institution may check the box to the right of MINOR Consent Form Received?

If a student-athlete has completed and submitted the compliance forms, the student-athlete cannot make revisions to previous answers. The institution may unlock the student-athlete's record by clicking Unlock Student if the institution deems it appropriate to do so.

d. Div

The Div column displays the division of the student-athlete's sport.

e. Sport

The Sport column displays the student-athlete's sport.

f. Email

The Email column displays the student-athlete's email address. Upon clicking the Send Email link, the following screen will appear:

| Create Squad Lis | Edit Staging List Review/Emai | Squad List | Resources Report | ts/Sea | rch | | | | | |
|---------------------|---|------------|------------------|--------|------------|------|------------------------------------|--------------|--|--|
| Print PDF's for sel | Print PDF's for selected athletes Show/Hide Filter Refresh Data Show Entire Squad List Send Email | | | | | | | | | |
| Sport Baseball | Y First Name: | | Last Name: | | | | | Filter Print | | |
| Status | NCAA ID Name | Div | Sport | Emai | | Тур | e Details | | | |
| | 0708212001 📆 Clayton, John | 1 | Baseball | | Email Sent | Fros | h 11/30/1993, INDIANAPOLIS, IN, US | Delete | | |
| _ | | | | | · · · - | / | | | | |

If an email has already been sent to a student-athlete, upon refreshing the screen data, a check mark will appear next to the student-athlete's email address.

| Creat | e Squad List | Edit Stag | ing List | Review/Email Squ | uad List | Resource | ces Re | ports | 'Search | | | | | |
|--|---|------------|---------------------|------------------|----------|----------|--------|-------|-----------------------|--|-------|----------------------------------|--|--------|
| Print | Print PDF's for selected athletes Show/Hide Filter Refresh Data Show Entire Squad List Send Email | | | | | | | | | | | | | |
| Sport Baseball V First Name: Last Name: Filter Print | | | | | | | | Print | | | | | | |
| | Status | NCAA ID | Name | | Div | Sport | | | mail | | Туре | Details | | |
| | 0 | 0708212001 | 👩 <u>Clayton, J</u> | ohn | 1 | Baseball | (| | estemail@ncaa.org 🗸 🍃 | | Frosh | 11/30/1993, INDIANAPOLIS, IN, US | | Delete |

NOTE: The initial email will include the student-athlete's username, password, URL link to the forms and a notation that the student-athlete's password will expire in 45 days. Once the student-athlete changes the password the new password will be available for 60 days. Subsequent emails will only include the student-athlete's username, password and the URL link to the forms.

g. Type

The Type column displays the student-athlete's status as an incoming freshman (IF), incoming transfer (IT) or returning student (RS).

h. Details

The Details column displays the student-athlete's date of birth (mm/dd/yyyy) and the student-athlete's home city, state and country. This data may be modified by clicking the student-athlete's name.

i. Action

The Action column on the right-hand side of the main screen provides the institution with the option to delete a student-athlete's record from the staging area.

Unlocking of Forms

Student-athletes may need to change an incorrect answer on their forms once the forms have been submitted. The institution can unlock the forms by going to the student-athletes forms and clicking on the hyperlinked name of the student-athlete. A pop up window will appear. Look for the Unlock Student check box and click it and then click OK. The student-athlete can now log back in and change the answer and resubmit the forms.

Section No. 6: Resources and Reports/Search

This sections provides information regarding links to frequently used resources and reports available to the administrators of the compliance forms system.

Resources

| Create Squad List | Edit Staging List | Review/Email Squad List | Resources S | Search Reports | |
|--|-----------------------------|-------------------------|-------------|--|---|
| Division I | | | = | Division II - | Division III |
| NCAA Division I Manual NCAA Division I Summa NCAA List of Banned D | ary of Regulations 🛽 | | | ► NCAA Division II Manual ► NCAA Division II Summary of Regulations (X) ► NCAA List of Banned Drugs | ► NCAA Division III Manual ► NCAA Division III Summary of Regulations (A) ► NCAA List of Banned Drugs |
| | ibase User Guide 囚 Codes | | | Students with compliance question Students who answered ves to drug question Students who have not finished questionaire Student consent form received | |

The Resources tab is broken down into the following categories:

- Division I
- Division II
- Division III
- General
- Reports

All resources are designed to assist the administrator while performing the tasks associated with the completion of the compliance form process. Further, the Reports section provides the administrator the ability to review a particular grouping of student-athletes based on how particular questions are answered or the current status of the forms in the process of being completed.

Reports/Search

The Reports/Search screen provides the user the ability to search for current and previous forms by year, sport or a particular student-athlete.

- a. Enter the search criteria.
- b. Click the Report button.
- c. Search results are displayed in the window.

| Create Squad List | Edit Staging List | Review/Email Squad List | Resources | ch Reports | | | |
|-------------------|-------------------|-------------------------|-------------|------------|---------------|--------|-------------|
| Academic Year. | V Sport: | T | First Name: | Last Name: | Search | | |
| NCAA ID | Ac | cadYr | First Name | Last Nan | ne Sport Desc | E-mail | E-mail Sent |

Section No. 7: Submitting Comments and Questions

Please direct comments and questions regarding the NCAA Compliance Forms Database to ncaatechnology@ncaa.org.

Section No. 8: Appendix (FERPA/HIPAA)

For the 2025-26 Academic Year, the FERPA/HIPAA question structure within the Student-Athlete statement will remain the same. Following is additional clarification to this section of the form.

System

Important items to consider when answering or reviewing responses to this specific question.

- All questions must be answered to proceed to the next section of the form.
- Any 'No' response within the platform will reflect the alert status for submitted forms.
 - In the Voluntary FERPA/HIPAA Consent section a 'No' answer may be accurate and no additional corrections are needed from the student athlete.
 - $\circ~$ It is encouraged to review all questions within the form to determine if an alert requires follow-up with a student-athlete.

Questions

Student-athletes should carefully review the questions in this section. Each response will grant the corresponding consent to the institution.

- Option 1 and/or Option 2 Yes
 - Student-athlete is providing consent for awards/recognition and/or research purposes.
- Option 1 and/or Option 2 No
 - Student-athlete is refusing any additional consent beyond what is needed for eligibility purposes.
- Option 3 Yes
 - Student-athlete is refusing any additional consent beyond what is needed for eligibility purposes.
- Option 3 No
 - Student-athlete is providing consent for awards/recognition and/or research purposes.