Division III August Webinar

NCAA Transfer Portal
Part I: Permission to Contact

Louise McCleary & Susan Peal

We will begin at promptly 1:30 p.m. (EST). Please MUTE your phone and/or the audio on your computer.
Webinar Instructions

• If using a computer, click on the audio link at the top of the screen. Choose audio connection and then select call using computer. Turn off the computer video and make sure the sound is off.

• If your computer audio isn’t working, please call 1-844-621-3956 and enter access code: 805 301 801. Please mute your phone.

• The PowerPoint is posted on the Division III homepage, DIII Webinars Link, on ncaa.org.

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Agenda

• Assigning access to the NCAA Transfer Portal. Must be a Single Source Sign-On Administrator.
  o Compliance officers.
  o Head coaches and staff.

• Key information.
  o Permission to contact and FAQ.
  o Transfer list.

• Resources.
Assigning Access

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Assigning Access

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Assigning Access

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Assigning Access – New User

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Assigning Access – New User

Key: Include institutional email, first & last name and title format: head coach of (sport), athletics director, senior woman administrator, etc..

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# Assigning Access – Existing User

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Create New User

Unless otherwise stated, NCAA applications (e.g., LSDBI, RSRO, 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 Single Source Sign On 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.
Assigning Access

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Assigning Access

1. Click on the small arrow to see the drop down list.
2. Highlight Transfer Portal.
3. After you set parameters, click Add Application Access.
Assigning Access

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<tr>
<th>Access To</th>
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<td>Transfer Portal</td>
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Coaches should NOT be granted access to make changes.
Assigning Access

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Welcome to the NCAA Transfer Portal

07/18/2019 -- TRANSFER PORTAL VERSION 2.0 GOES LIVE ON AUGUST 1, 2019

With the next version of the transfer portal (2.0) going live on August 1, 2019, updated educational materials are now posted in the transfer portal resources. Many features look different in Version 2.0 so it is important to review the educational materials to understand what is new before using the transfer portal. The updated transfer portal user guide will be posted in the transfer portal resources the week of July 29.

Thank you for all your feedback and suggestions for Version 2.0! Please click to review the list of portal enhancements.
Please MUTE your phone and/or computer microphone.
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NCAA ID Lookup

If you do not have the student’s NCAA ID, click the lookup.

You may have a student without an NCAA ID in cases of club sports, non-NCAA sports, students with a limited tryout, etc.

The student can create a profile account with the NCAA Eligibility Center. There is no fee for a profile account since it is not a certification account.

If the student has a profile account, you can select the profile under the account type in the NCAA ID Lookup.
What will I see after submitting the Permission to Contact?

After submitting the permission to contact, the student appears on the MY TRANSFERS list.

This list includes only your institution’s transfers in the specified year. The year can be changed in the drop-down box.

All students submitted will show on MY TRANSFERS.

Students are listed in order by the initiated date (past to present). The initiated date is the date the student’s record was submitted in the transfer portal. This initiated date is automatically populated when you click submit.

The list can be reordered by sorting each column.

The list can include ALL sports or you can select a sport from the drop-down box.

If the student is later matriculated by another institution, the name of that institution will appear in the Matriculated column.
What do other institutions see after submitting the Permission to Contact?

- Other Transfers

Select OTHER TRANSFERS to view students from other institutions listed in the transfer portal. You will not see your institution’s students in this list.

A student’s name appears on the list if the notification of transfer (Division I) or permission to contact (Division II or III) was submitted.

Identifier icons may appear next to the student’s name.

- The student’s status will appear as Active, Withdrawn or Matriculated.
- ACTIVE: Student’s record shows Active if the student wishes to communicate with other institutions about potential transfer.
- WITHDRAWN: Student’s record shows Withdrawn if the student’s decision to explore transfer changed.
- MATRICULATED: Student’s record shows Matriculated once the student has transferred and attended the first day of class of the regular academic year.

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Select star to place the student on your Transfer Watch List (TWL).

Student identified as a graduate student

Student does not want to be contacted.

Student identified with Division II or III contact restrictions
Resources

• What is the Transfer Portal?
• Permission to Contact.
• Coach – How to Use the Portal.
• User Guide.