



NCAA Compliance Forms Database

2024-25 Institutional Manual

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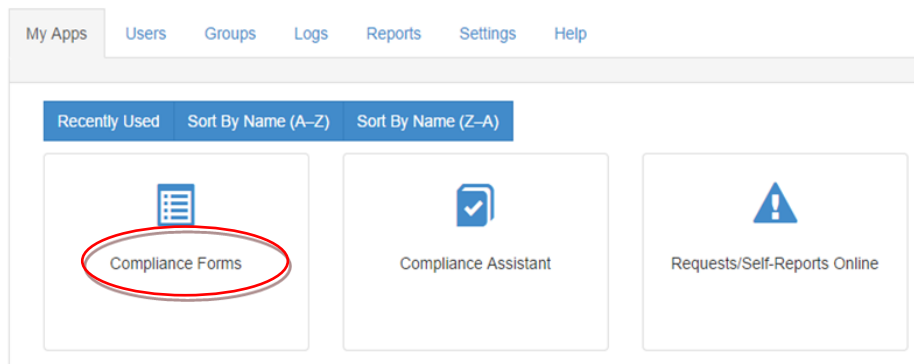
Getting Prepared (for Division III Only)

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 a 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

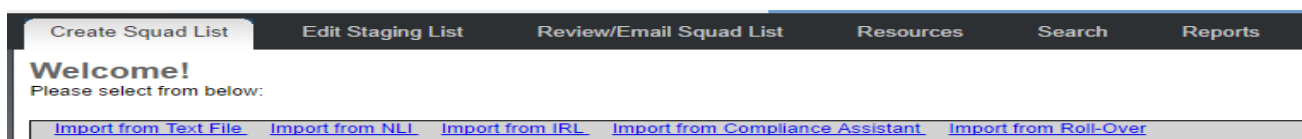
This section includes information regarding accessing the NCAA Compliance Forms Database. Access to the database is granted via the Single-Source Sign-On (SSO) system.

- Click the My Apps link in the Membership area of the homepage at www.ncaa.org.
- Log into the system using your SSO email and password.
- 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.

- The following page will appear after logging into the database:



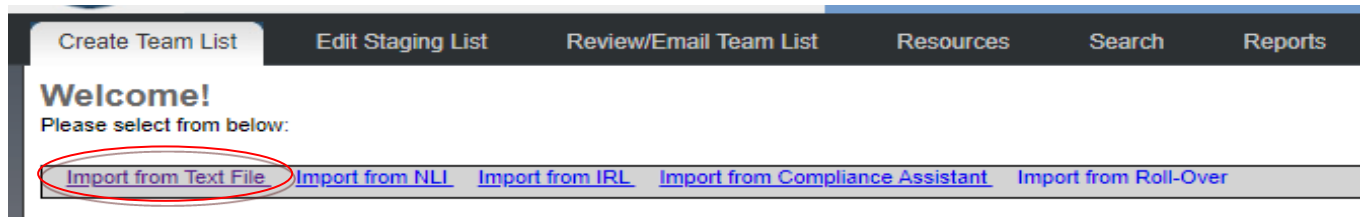
Section No. 2: Creating a Team List

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:

- Text File (manual entry);
- National Letter of Intent (NLI) database;
- Institutional Request List (IRL)/NCAA Eligibility Center;
- Compliance Assistant (CA); and
- Compliance Forms Database Roll-Over.

Importing Data from a Text File



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

The screenshot shows the 'Import from Text File' form. At the top, there is a navigation bar with the same tabs as the previous screenshot. Below the navigation bar, a message states: 'Your student rollover from last year's data is complete for the new academic year 2024-2025. The link is deactivated. Thank you!'. The form title is 'Import from Text File'. It includes a 'Text File:' label, a 'Choose File' button, and a text input field containing 'No file chosen'. There are also 'Import from Text File' and 'Reset' buttons. Below this, a note states: 'This tab delimited text file must have the following format. There should be a "tab" between each data item. [Show me a sample file.](#)'. A table shows the required format with columns: NCAA ID, Email, First Name, Last Name, Student Type, Division, and Sport Code. Below the table, there are several fields with instructions: 'NCAA ID' (10 alphanumeric characters), 'Student Type' (IF, IT, or RS), 'Sport Code' (3 characters), 'Country Code' (2 characters), 'Email' (valid email address), 'Division' (1, 2, or 3), 'Date of Birth' (MM/DD/YYYY), and 'State Code' (2 characters). A 'Data should comply with the following conditions:' section lists these requirements.

NCAA ID	Email	First Name	Last Name	Student Type	Division	Sport Code
2901001234	testEmail@ncaa.org	John	Clayton	IF	3	MFB

Data should comply with the following conditions:	
NCAA ID	NCAAID should always be 10 alphanumeric long. Student type should be 2 characters long. It can only be 'IF', 'IT' or 'RS'
Student Type	IF -> Incoming Freshman IT -> Incoming Transfer RS -> Returning Student
Sport Code	Sport code should be 3 characters long. It must be a valid NCAA sport code. Valid Sport Codes: [Baseball (MBA)]
Country Code	Country code should be 2 characters long. It must be a valid country code. Valid Country Codes: [UNITED STATES OF AMERICA (US)]
Email	It should be a valid email address.
Division	It can only be 1, 2, or 3.
Date of Birth	Date of birth must be in MM/DD/YYYY format only.
State Code	If country code is 'US' or Canada ('CA') then the state code must be provided otherwise State Code should be 2 characters long. It must be a valid US or Canada state/prov
	Valid State Codes: [ALABAMA (AL)]

- 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).

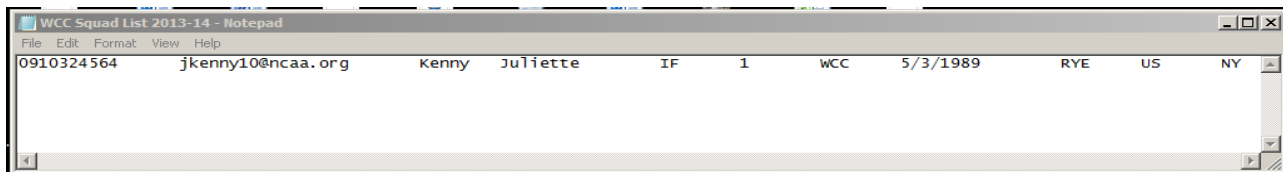
d. Column headings may be used in Microsoft Excel to facilitate data entry; however, column headings must be deleted prior to importing the text file. Enter the data elements in the text file.

- Eleven data elements must be entered *in the order specified below* for each student-athlete:
 - NCAA ID (must be 10 digits in length)
 - Email
 - First Name
 - 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)
 - 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.

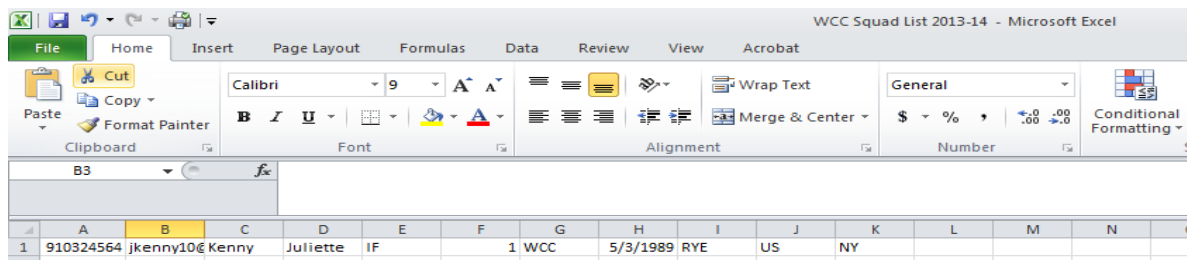
e. The data elements must appear as follows:

0910324564 jkenny10@ncaa.org Kenny JulietteIF 1 WCC 5/03/1989 RYE US NY

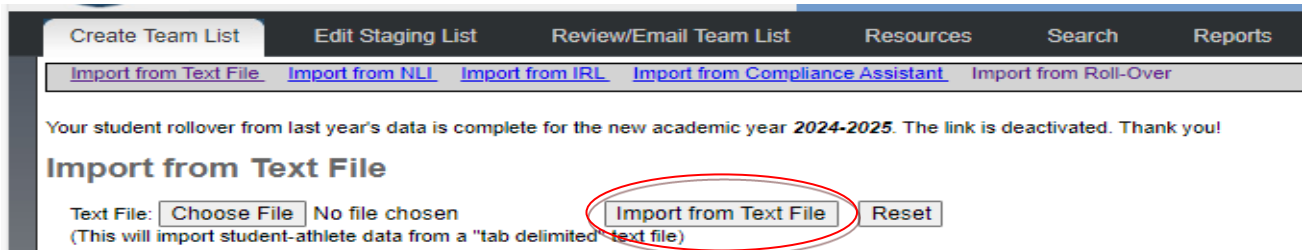
f. Below is a sample Microsoft Notepad text file.



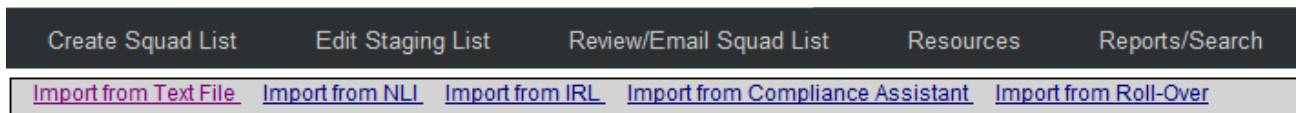
g. Below is a sample Microsoft Excel text file.



- 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 Text (Tab delimited) (*.txt)**.
- i. Click the Browse button, select the appropriate text file and click the Import from Text File button.

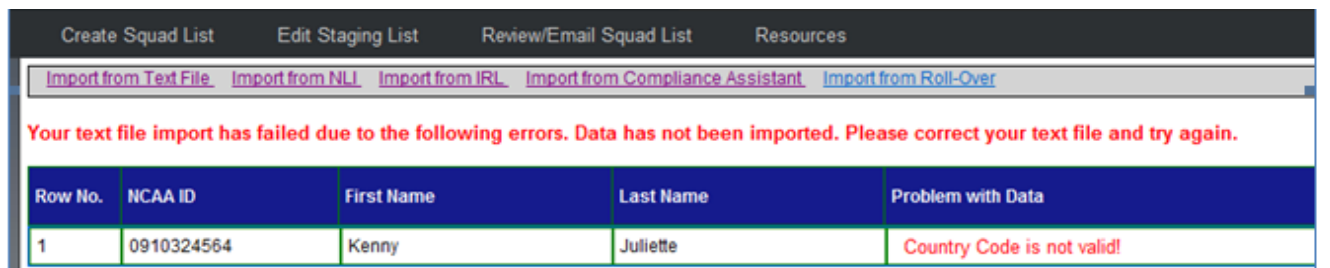


- j. After successfully importing the text file, the text box will populate with "Data from text file has successfully imported".



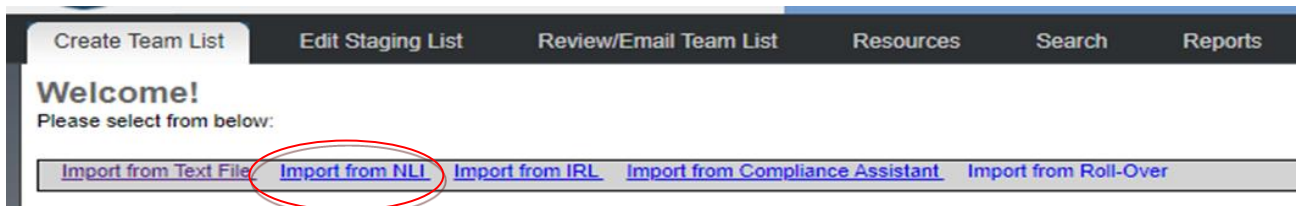
Data from text file has successfully imported.

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

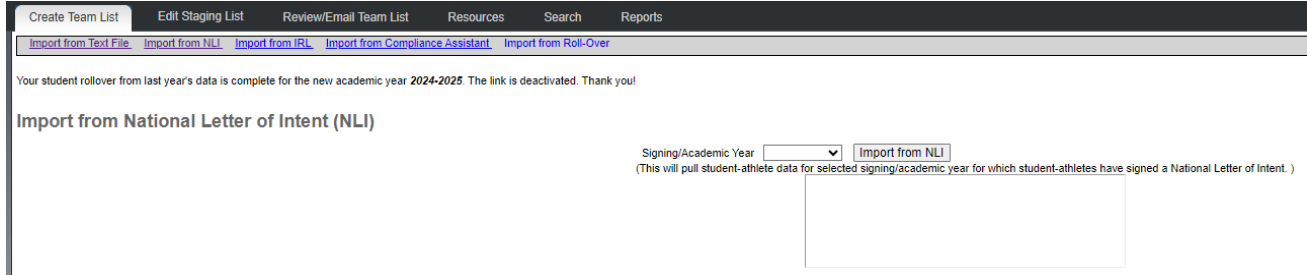


Importing from the National Letter of Intent (NLI) Database

- a. The import from NLI option allows the institution to import student-athlete data contained in the NLI database.



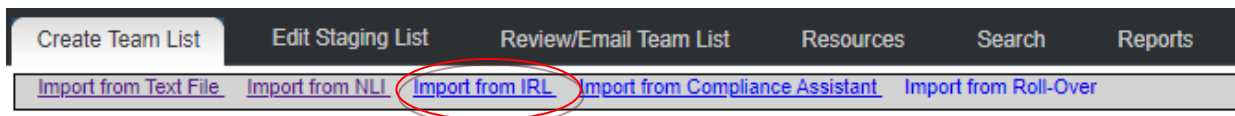
b. Click the Import from NLI link. The following page will appear:



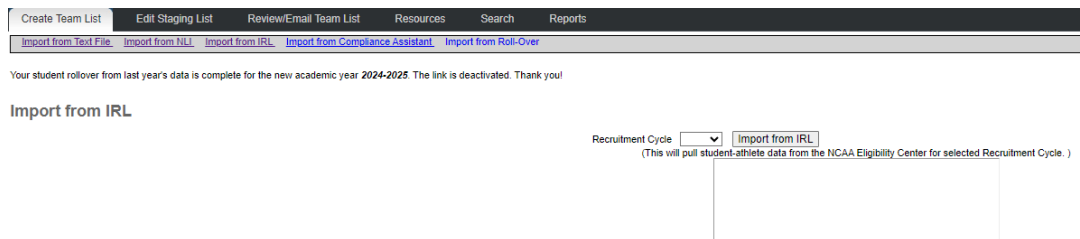
- c. Select a signing/academic year from which to import student-athlete data by clicking the Signing/Academic Year drop-down box.
- d. Click the Import from NLI button to import student-athlete data for the selected signing/academic year.
 - i. **A message will appear indicating that the system is processing the user's request. The user should refrain from clicking the Import from NLI button multiple times.**
- e. A message will appear indicating that the student-athlete data for the selected signing/academic year has been successfully imported via the NLI database.

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

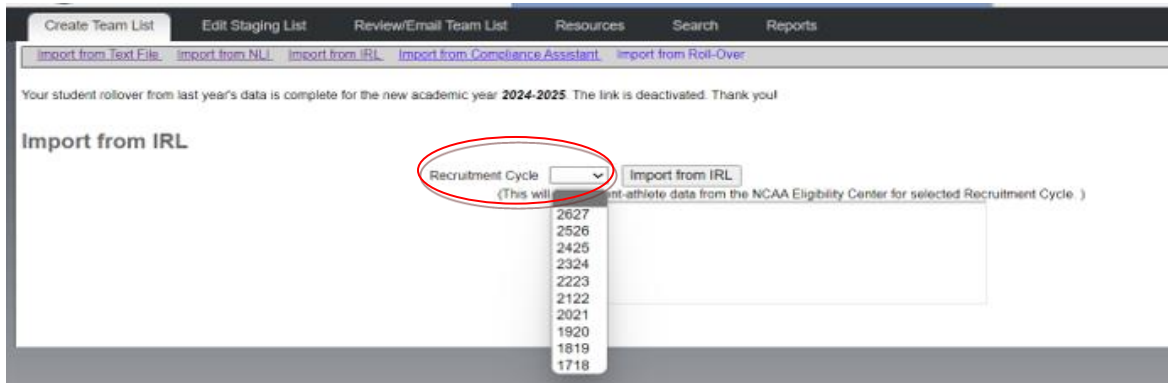
a. The Import from IRL option allows the institution to import student-athlete data contained in the NCAA Eligibility Center database.



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.

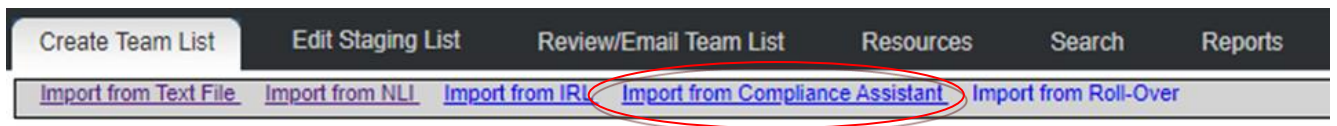


- d. Please note that the institution must select an academic year from the Recruitment Cycle drop-down box. This field may not be left blank.
- e. Click the Import from IRL button to import student-athlete data from the selected Recruitment Cycle.

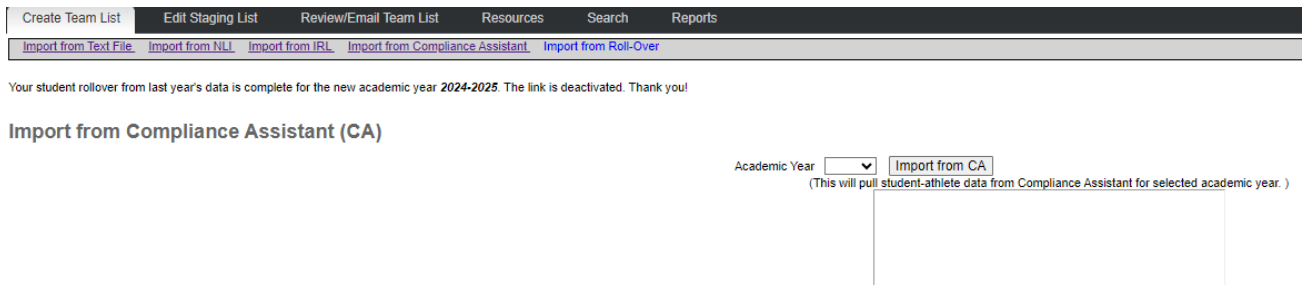
Importing Data from Compliance Assistant (CA)

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.

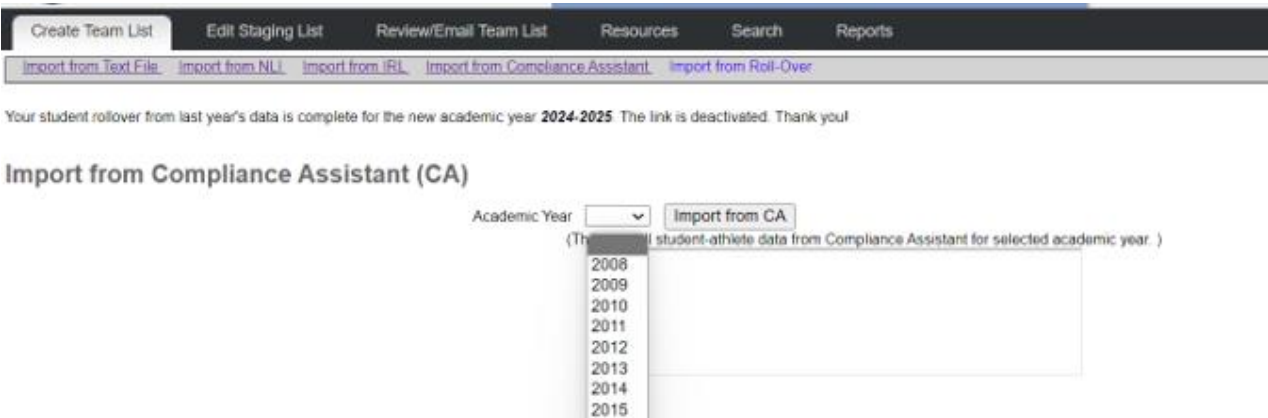
- a. The Import from Compliance Assistant option allows the institution to import student-athlete data contained in CA.



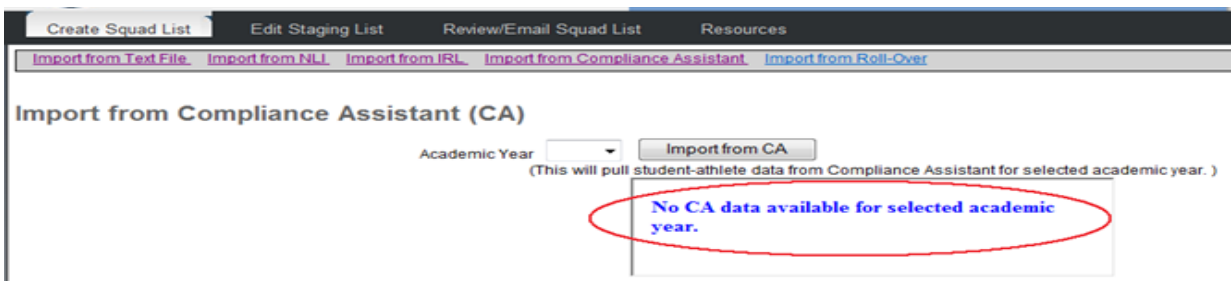
- b. Click the Import from CA link. The following page will appear:



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

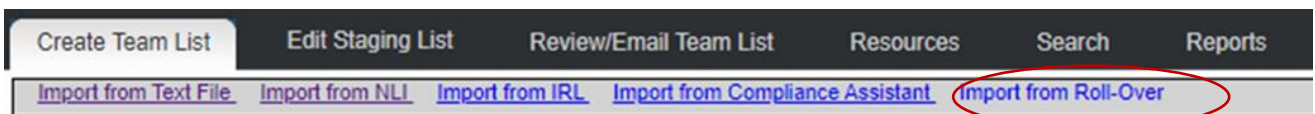


- d. Click the Import from CA button to import student-athlete data for the selected academic year.
- e. If no student-athlete data has been entered for the selected academic year, a message will appear in the text box located to the right of the Import from CA button.



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.



- 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

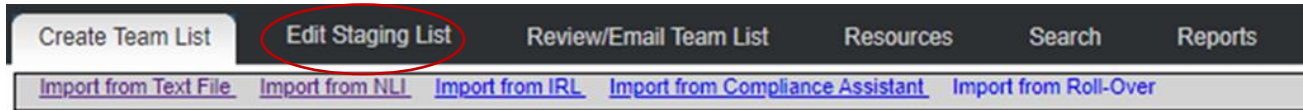
This section includes information on reviewing and editing the squad list prior to emailing the form access information to the student-athletes.

Edit Staging List Overview

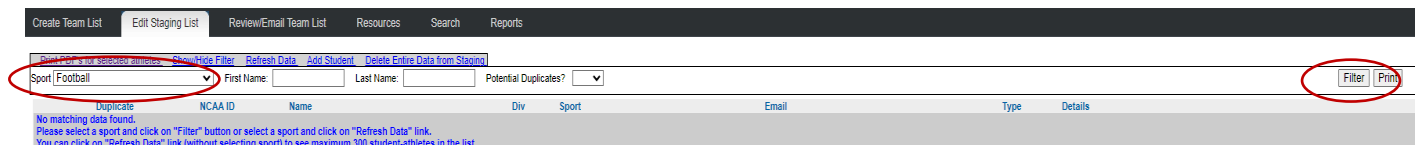
- The Edit Staging List area is where imported student-athlete data is pooled and displayed. It can be considered the squad list working area. Institutions must check the Edit Staging List area after importing data to identify duplicate student-athlete records, identify any incorrect information, and 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

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



- 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:

Duplicate	NCAA ID	Name	Div	Sport	Email	Type	Details	
Move	220836197	Account, Webinar		Baseball	dgrady13@yahoo.com	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 Area

Student-Athlete Information

Fields marked with "*" are required fields.

If you want to view or update a student-athlete's record, enter the NCAA 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 think the NCAA ID of student-athlete is incorrect, click on the "Lookup NCAA ID" to find the student-athlete. If you don't find the student-athlete, you can create a student-athlete record and NCAA ID.

Please search for the student-athlete thoroughly before creating new student-athlete record and NCAA ID.

Academic Year:	<input type="text" value="2012-2013"/>	Student Type:	<input type="text" value="Incoming Freshman"/>
NCAA ID: *	<input type="text" value="0910324564"/>	Last Name: *	<input type="text" value="Juliette"/>
First Name: *	<input type="text" value="Kenny"/>	Email Address:	<input type="text" value="jkenny10@ncaa.org"/>
<input type="button" value="Lookup NCAA ID"/>		Sport: *	<input type="text" value="Women's Cross Country"/>
DOB:	<input type="text" value="05/03/1989"/>	Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
Division: *	<input type="text" value="I"/>	City:	<input type="text" value="RYE"/>
		State:	<input type="text" value="NEW YORK"/>

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.

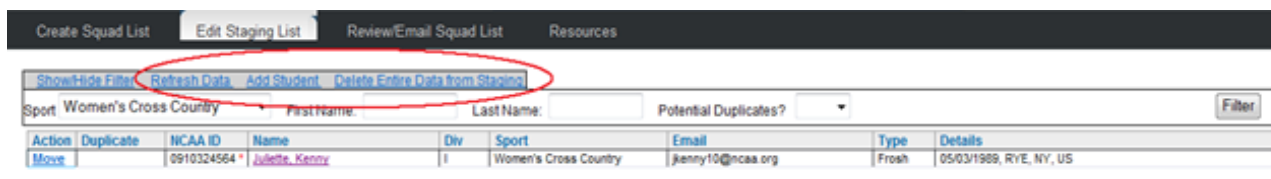
(5) Div

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.



- (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-Athlete to Staging Area

Student-Athlete Information

Fields marked with "*" are required fields.

If you want to add a student-athlete's record, enter the NCAA 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-athlete, enter student-athlete's first name, last name and click on the "Lookup NCAA ID" to find the student-athlete. If you don't find the student-athlete, you can create a student-athlete record and NCAA ID.

Please search for the student-athlete thoroughly before creating new student-athlete record and NCAA ID.

Academic Year: Student Type:

NCAA ID: * First Name: * Last Name: *

DOB: Email Address:

Division: * Sport: *

Country:

City:

- 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 Forms@ncaa.org. Sometimes the email goes to the Junk folder.

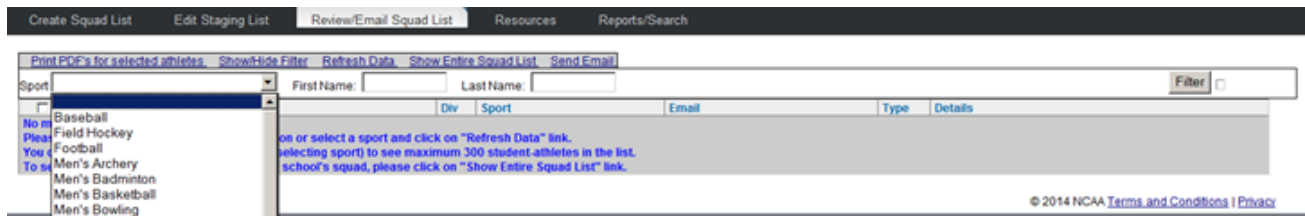
Sport: First Name: Last Name:

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
--------	---------	------	-----	-------	-------	------	---------

- To email a student-athlete and request that he or she complete the compliance forms, click the Review/Email Squad List tab.
- 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.



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

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
<input type="checkbox"/>	0708212001	Clayton, John	I	Baseball	testemail@ncaa.org	Frosh	11/30/1993, INDIANAPOLIS, IN, US

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

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
<input checked="" type="checkbox"/>	0708212001	Clayton, John	I	Baseball	testemail@ncaa.org	Frosh	11/30/1993, INDIANAPOLIS, IN, US

- 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 Student-Athlete

Student-Athlete Information

MINOR

an

Academic Year: 2018-2019

NCAA ID: 0501009391

Student Type: Incoming Freshm

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

City: Indianapolis

Division: I

Sport: Football

OF AMERICA

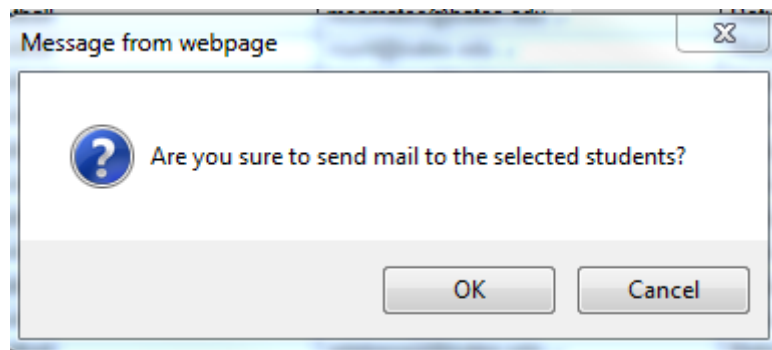
State: INDIANA

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:

<input type="checkbox"/>	Status	NCAA ID	Name	Div	Sport
<input type="checkbox"/>		1305319375	Barwick Jr., Michael	I	Football
<input type="checkbox"/>		1309472714	Blackmon, James	I	Football
<input type="checkbox"/>		1310515848	Hoetzel, Max	I	Football
<input type="checkbox"/>		1307413658	Johnson, Robert	I	Football

a. Status

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

Status	Completion Status and Issues
	<ul style="list-style-type: none"> Forms have not been completed. No questions have been answered. Forms have not been submitted.
	<ul style="list-style-type: none"> Forms are incomplete. Student-athlete answered at least one question. Forms have not been submitted.
	<ul style="list-style-type: none"> Forms have been completed.
	<ul style="list-style-type: none"> Student-athlete answered at least one question in a manner that requires follow up by the institution. Forms have been submitted.
	<ul style="list-style-type: none"> Student-athlete answered "Yes" to one or more questions related to drug testing.
	<ul style="list-style-type: none"> Student-athlete has a question for the compliance office.
	<ul style="list-style-type: none"> Compliance office has not received the student-athlete's minor consent form.
	<ul style="list-style-type: none"> Compliance forms have been electronically completed by parent for minor consent
	<ul style="list-style-type: none"> 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 student-athlete'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 pop-up 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:

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
<input type="checkbox"/>	0708212001	Clayton John	I	Baseball	Email Sent	Frosh	11/30/1993, INDIANAPOLIS, IN, US

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.

Status	NCAA ID	Name	Div	Sport	Email	Type	Details
<input checked="" type="checkbox"/>	0708212001	Clayton John	I	Baseball	testemail@ncaa.org ✓	Frosh	11/30/1993, INDIANAPOLIS, IN, US

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.

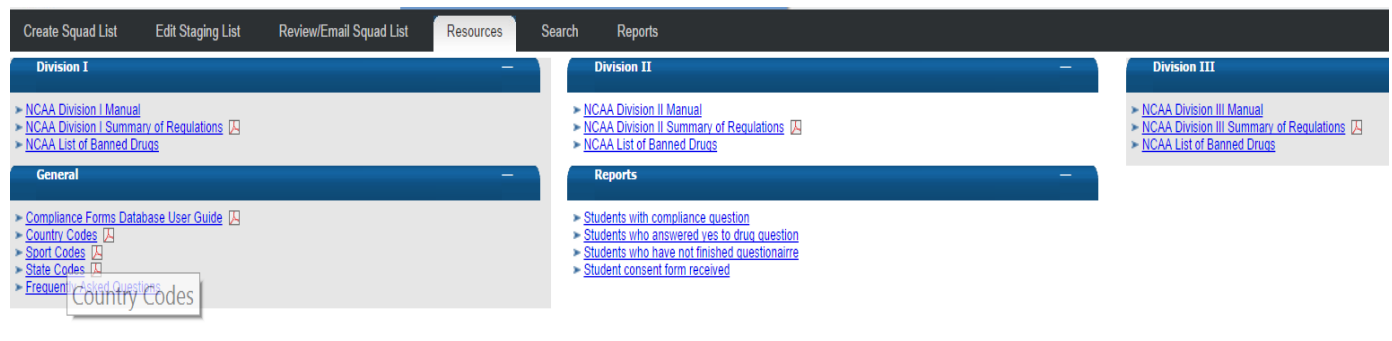
Unlocking of Forms

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



The Resources tab is broken down into the following categories:

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

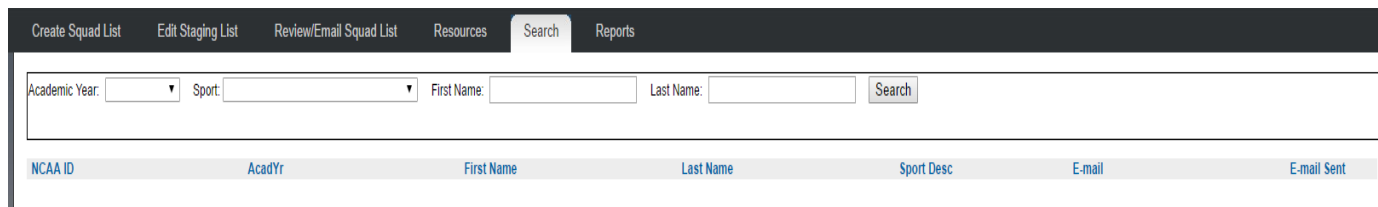
All resources are designed to assist the administrator while performing the tasks associated with the completion of the compliance form process. Further, the Reports section provides the administrator the

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.



The screenshot shows a navigation bar with tabs: Create Squad List, Edit Staging List, Review/Email Squad List, Resources, Search (selected), and Reports. Below the navigation bar is a search form with fields for Academic Year (dropdown), Sport (dropdown), First Name (text), Last Name (text), and a Search button. Below the search form is a table header with columns: NCAA ID, AcadYr, First Name, Last Name, Sport Desc, E-mail, and 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 2024-25 Academic Year, an update was made to the FERPA/HIPAA questions within the Student-Athlete statement. 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 question 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.
 - 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.