Registration Steps for the NCAA Eligibility Center

To register with the Eligibility Center, go online to <u>www.eligibilitycenter.org</u> and click on the green button "ENTER HERE"





To create an account, click on the "New Account" button at the top right of the screen.

Read each page and enter the requested information:

Enter your e-mail address....twice....then click on submit.

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Next, check your e-mail because the NCAA Eligibility Center will send you a verification code. Once you have the code, enter the code into the area identified....then submit.



Now, you can begin to create your account. You must create a password and security question. Then enter the requested information and continue....

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IMPORTANT PAGE!!! It is very important that you and your guardian READ the terms and conditions and the Bylaws. Once the information is read, check the proper boxes and Electronically sign your name.

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The account is now created and it is time to get started on answering some questions.

First, identify when you plan to graduate from high school and enroll in college.

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Now, there are questions to answer about yourself, your coursework, and your sports. At the bottom of the page, click on the arrow pointing to the right.

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Now, there are questions to answer about your coursework. At the bottom of the page, click on the arrow pointing to the right.

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Continue to answer questions about your coursework ...this screen asks about the names of the high schools you have attended (make sure you list all high schools)...click on the bottom right arrow.

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Now there are questions to answer about your sport. Use the drop down menu to select the sport you desire to play in college..... then click on the bottom right arrow.

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CONFIRMATION!!! Please look over the information to confirm all information has been entered correctly....click on the right arrow at the bottom of the page.

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It is now time to submit payment.

- *****If you will be paying with a credit card or e-check click on the bubble and a new screen will appear (see the Credit Card screen)
- *****If you are using a few waiver, click on the highlighted blue word "<u>here</u>" and see your guidance counselor. (see the Fee Waiver screen)



If you are paying by credit card (or e-check), enter the information provided....then click on the right arrow at the bottom.

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If you are using a fee waiver, enter the information provided....then check the box and contact your guidance counselor.

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Once payment or fee waiver have been submitted, you are now registered. Be sure you complete a transcript request form to give to your guidance counselor at the end of your junior year.

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You now have access to your account and you can periodically check your status. Click on the blue or red boxes below.

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The MY TASK LIST helps to make sure that you have completed all the steps in the NCAA Eligibility process. You can check on open tasks or completed tasks.

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The red boxes of MY TRANSCRIPTS and MY TEST SCORES allows you to check the status of the eligibility center having your transcript and test scores.

