



# NCAA®

**TO REGISTER FOR AN NCAA ELIGIBILITY PROFILE ON THEIR WEBSITE, FOLLOW THESE STEP-BY-STEP INSTRUCTIONS:**

### **Step 1: Go to the NCAA Eligibility Center Website**

1. Open your web browser and go to the NCAA Eligibility Center website by entering the URL: <https://web3.ncaa.org/ecwr3/>.

### **Step 2: Create an Account**

1. **Click on "Create an Account":** Look for a button or link labeled "Create an Account" on the home page. This will direct you to the account creation page.
2. **Select the Type of Account:** You will have two options:
  - a. **Certification Account:** Required for students who want to compete at a Division I or II school.
  - b. **Profile Page:** For students who want to receive information from NCAA and are interested in Division III schools or are unsure. (Please do not use this one.)

### **Step 3: Personal Information**

1. **Enter Your Personal Information:** Fill in your first name, last name, date of birth, gender, and email address. You will also be asked to create a password.
2. **Agree to the Terms and Conditions:** Read and agree to the NCAA's terms and conditions, then proceed.

### **Step 4: Create an Account**

1. **Submit Your Details:** After filling in the required information, click the button to submit and create your account.
2. **Verify Your Email:** Check your email for a verification message from the NCAA Eligibility Center. Follow the instructions in the email to verify your account.



## Step 5: Complete the Registration Process

- 1. Log In:** After verifying your email, return to the NCAA Eligibility Center website and log in with your email and password.
- 2. Provide Additional Information:**
  - a. Education History: Enter information about the high schools you attended.
  - b. Sports Participation: Provide details about the sports you have played and any teams you have been a part of. Please tick no to all questions unless you have played the National team or higher. Do NOT tick yes for any club or high school football/soccer.
  - c. Payment: If you are creating a Certification Account, you may need to pay a registration fee. This fee can be waived if you qualify for a fee waiver.
  - d. After this step please send your log in details to your college adviser at IDA to check through and sign that off.**
- 3. Review and Submit:** Review all the information you have provided to ensure it is accurate. Once reviewed, submit your registration.



## **Step 6: Maintain and Monitor Your Profile**

1. **Update Information as Needed:** If any of your information changes, you can update your profile.
2. **Monitor Your Eligibility Status:** Keep an eye on your eligibility status through the NCAA Eligibility Center portal.
3. **Tick your Amateurism when needed:** This will normally be requested on the 1st of August of your senior year or thereafter.
4. **Asking your High school to send through documents:** You will be required to ask your high school or adviser to send through your official transcripts directly from their school email address. Please ask them to send to [ec-processing@ncaa.org](mailto:ec-processing@ncaa.org) with your unique NCAA ID# This will be found in the top right of your NCAA account when logged in.
5. **College/University transcripts:** Please ask your college or university to send these through as you asked your high school.

### **Additional Notes:**

- **Fee Waiver:** If you are eligible for a fee waiver, ensure you have the necessary documentation to complete the process.
- **Support and Help:** If you encounter any issues, the NCAA Eligibility Center offers support via their website.

This process will set you up for compliance with NCAA regulations and eligibility requirements, ensuring you're on track to compete in college athletics.

