

NCAA Single-Source Sign-On System Quick Start Guide

Administrators and General Users:

Access to My Apps is found at NCAA.org.



How to Log In:

1. Go to NCAA.org.
2. Click the "My Apps" link found in the upper right hand corner on the homepage.
3. Enter email and password.
4. Click the "**Sign in**" button.

A screenshot of the NCAA Applications 'Log in to My Apps' page. The page has a white background with a blue header containing the NCAA logo and 'NCAA Applications'. Below the header is a 'Log in to My Apps' section with two input fields for 'Email' and 'Password'. There is a checkbox for 'Is this a public or shared computer?' and a 'Sign in' button. To the right, there is a section for 'Are you a college-bound student-athlete?' with the NCAA Eligibility Center logo and a 'Log in or Register' button. At the bottom, there is a link to 'Questions or Assistance? Contact the NCAA Web Help Desk.'

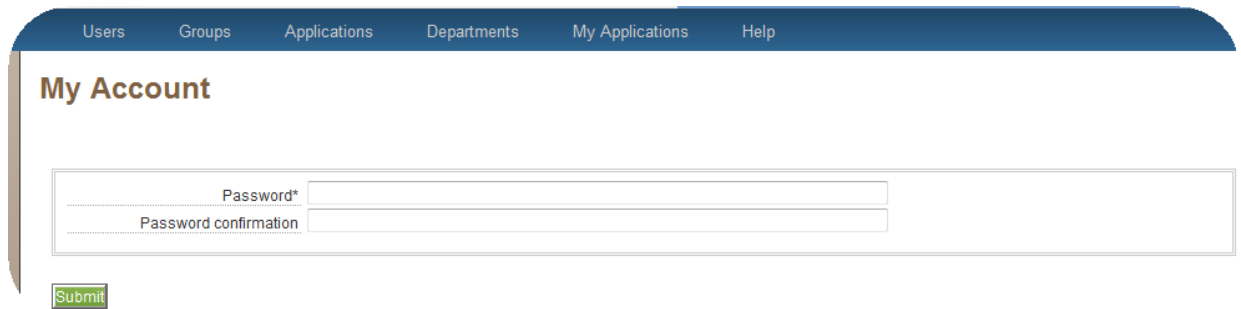
How to Change a Password:

1. Click the "My Account" link in the "Welcome" tab.



2. Enter the new password and password confirmation.

3. Click the **"Submit"** button.

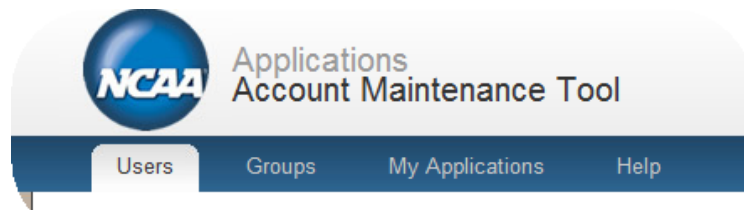


The screenshot shows a web interface with a dark blue header containing navigation tabs: Users, Groups, Applications, Departments, My Applications, and Help. Below the header, the page title is "My Account". The main content area contains two input fields for "Password*" and "Password confirmation". Below these fields is a green "Submit" button.

Administrators:

How to Add a User to the List:

1. Click the "Users" tab in the tool bar.



2. A list of users created by the SSO administrator appears. (Note: New members will include administrators established by the national office).
3. Click the "Create New User" link found on the left hand side of the page.
4. Complete the new user's profile information.



The screenshot shows a form for creating a new user. The fields are as follows:

- Email* (text input)
- First name* (text input)
- Last name* (text input)
- Title (text input)
- Password* (text input)
- Department (text input)
- Phone (text input)
- Notes (text input)
- Active* (dropdown menu with "Yes" selected)
- Administrator? (dropdown menu with "No" selected)

Below the "Administrator?" field, there is a note: *(Administrators can create user accounts and assign account privileges.)*

The email, first name, last name, password and active fields are required. Other fields are available for the administrator's convenience (e.g., title, department, phone number).

- a. To make a user an administrator of the SSO system, which allows the user to create user accounts and assign account privileges, select Yes from the drop-down for the field labeled "Administrator."
- b. Two email notifications are sent to the new user created when the check box labeled "Send email notification of new account" is selected.

Send email notification of new
account?

Account username email:

You have been setup with a NCAA Business Applications Member Access Account by <%= @admin_user %>. Your username is <%= @user.email %>.

Account password email:

You have been setup with a NCAA Business Applications Member Access Account by <%= @admin_user %>. Your password is <%= @user.plain_password %>.

Note: Users have the ability to change their password (see the Password section of this user guide).

5. Click the "Create User" button to save the new user information.

How to Add Access to a Specific Application:

1. Click the "Users" tab in the tool bar.
2. Click the appropriate user's name in the list.
3. Click the drop-down arrow in the "Access To" tool bar to see the available applications.
4. Highlight the application to which the user should have access.
5. Click the "Add Application Access" button.
6. Once the application appears under the "Access To" tool bar, assign appropriate roles and privileges.

More detailed user and administrator information can be found in the NCAA Single-Source Sign-On User Guide on the Help tab.