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.

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.

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 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.

```
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.