

REGISTRATION (Non-Members)

For Colleges &
Universities

[Learn More](#)

STEP 1

Go to playnaia.org and scroll down on the page to select the yellow "For Colleges & Universities" box to register.

STEP 2

Create an account by entering in your school-issued email address.

STEP 3

Confirm email by selecting the link to confirm your email address.

MEMBER REGISTRATION

NAIA Registrars will be automatically registered from the contact list on NAIA Connect.

AFTER REGISTRATION:

Fill out personal and post-secondary institution information, then click "Request Access."

If a user for your school is already registered, that person can verify you for your school's portal. If your school has no registered users, an NAIA staff member will verify your access. Please [Contact Us](#) for assistance.

Once verification is completed, you will have access to the institution's profile to view the student list, edit school information, and manage other registrar users.

STUDENT LIST:

Requested Actions: Student athletes needing action will be listed at the top of your Student List with a button indicating the needed action. If there is no button next to the student athlete, there is no action required. Students will need to complete and submit their PlayNAIA profile before a transcript can be uploaded.

"Send Transcript" Action: Click on button. Answer required questions. Select the file you wish to upload. Click "Upload." Check Student List to make sure action has been completed. Students who need transcripts will have an eligibility status of "Documents."

DOCUMENTS:

Post secondary transcripts are accepted via the portal, approved third party vendors Parchment and National Student Clearinghouse, or by mail.

SCHOOL PROFILE:

School Address: This address is what is registered with the College Board. Please make sure your address is correct with them.

Institutional Details: User can update this information as it pertains to their school. New registered users must review these questions and click "Submit Profile" before they can access their student list.

MANAGE USERS:

Admin users will be able to invite/approve new users and remove users. Users that have been approved will be able to access their student list and upload documents.