

REGISTRATION (Non-Members)

For Colleges &
Universities

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STEP 1

Go to playnaia.org and select the yellow "For Colleges & Universities" box.

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 NAIAHelp.

AFTER REGISTRATION:

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

After registration, an NAIA staff member will verify you. Once verification is completed you will have access to the institution's profile to be able to see a student list, edit school information, and manage users.

If a user for your school is already registered, that person will verify you for your institution's portal.

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 submit their 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 will be officially accepted via the portal or by mail. Electronic services other than the portal will no longer be accepted as official.

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 is able to update this information as it pertains to their school. These questions must be answered before you can access your 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.