

## **Access to PlayNAIA**

## **Obtain sign-in credentials to PlayNAIA**

Access to **PlayNAIA.org**, NAIA's Eligibility Center, is behind a portal gateway. To obtain sign-in credentials to this site, follow these steps:

- 1. Athletics Director completes the institution's account information in **NAIAHelp.com** and adds staff members.
  - a. Go to Institutional Information -> View/Edit staff



b. Add each staff member using the form. Be sure to accurately enter the information, including the email address.

Add Staff M	ember
Title:	Select Title 🗸
First Name:	
Middle Initial:	
Last Name:	
Suffix:	✓
Email Address:	
Phone:	- Ext:
Fax:	Ext:
Gender:	Select Gender 🗸
Primary Role:	Select Primary Role ~
	Save Staff Member Cancel
	Suve Starr member

c. If the staff member has more than one role, add additional roles from the staff listing by editing the entry. If a role changes, you will remove the role the same way.

Mr. NAIA Coach	coach@naia.org 🤤		
Head Coach Men's Basketball Div I Fremove Head Coach Men's Golf - remove Head Coach Men's Golf - remove Head Coach Men's Tennis - remove Head Coach Men's Tennis - remove Head Coach Men's Tennis - remove Head Coach Men's Cross County - remove Head Coach Men's Indoor T&F - remove Head Coach Men's Undoor T&F - remove Head Coach Women's Sourcer - remove Head Coach Women's Basketball Div I - remove Head Coach Women's Bowling - remove Head Coach Baseball - remove	Coaunginala.org 🥪	Add New R	Role for NAIA Coach Select Role Add Role to Staff Member Cancel



 Once the staff member is properly set-up, an email to confirm the account and create a password will be sent to the email address listed in NAIAHelp for staff members being granted PlayNAIA access. This will establish the necessary PlayNAIA credentials.

Note: Until the institution is flagged as an NAIA member, only registrars will be granted access. Non-member registrars should request access via the PlayNAIA College & University page or by contacting the NAIA Eligibility Center directly.

3. Once the institution is flagged as an NAIA member, the dashboard will update. Verify accuracy of users granted access to PlayNAIA from NAIAHelp via the **Manage Users Tab** within PlayNAIA.org.

PLAYNAIA								NAIA.org	Home	Account	Directories	-	Welcome, 🌑 🔹	
NAIA	ELIGIBI		ITER											
Short List	Student List	School Profile	Resources	Manage Users										