

## Obtain sign-in credentials to PlayNAIA

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

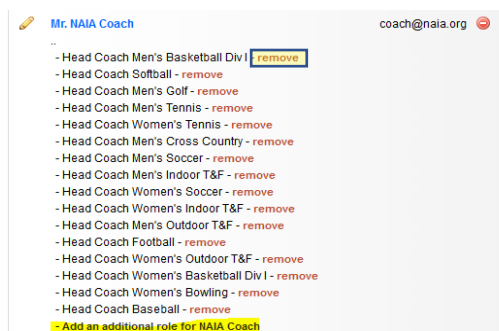
1. Athletics Director completes the institution's account information in [NAIAHelp.com](http://NAIAHelp.com) and adds staff members.



- 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.

- 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.



2. 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.

