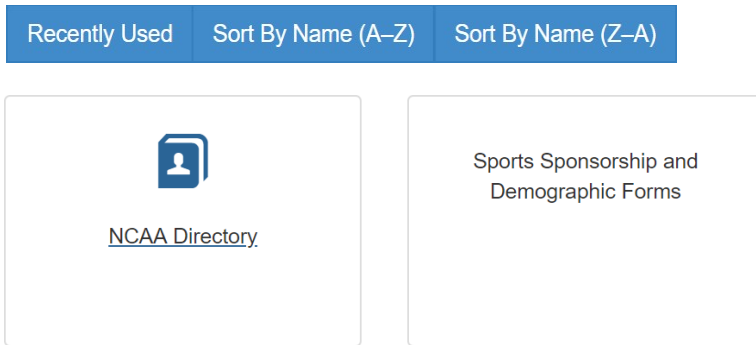
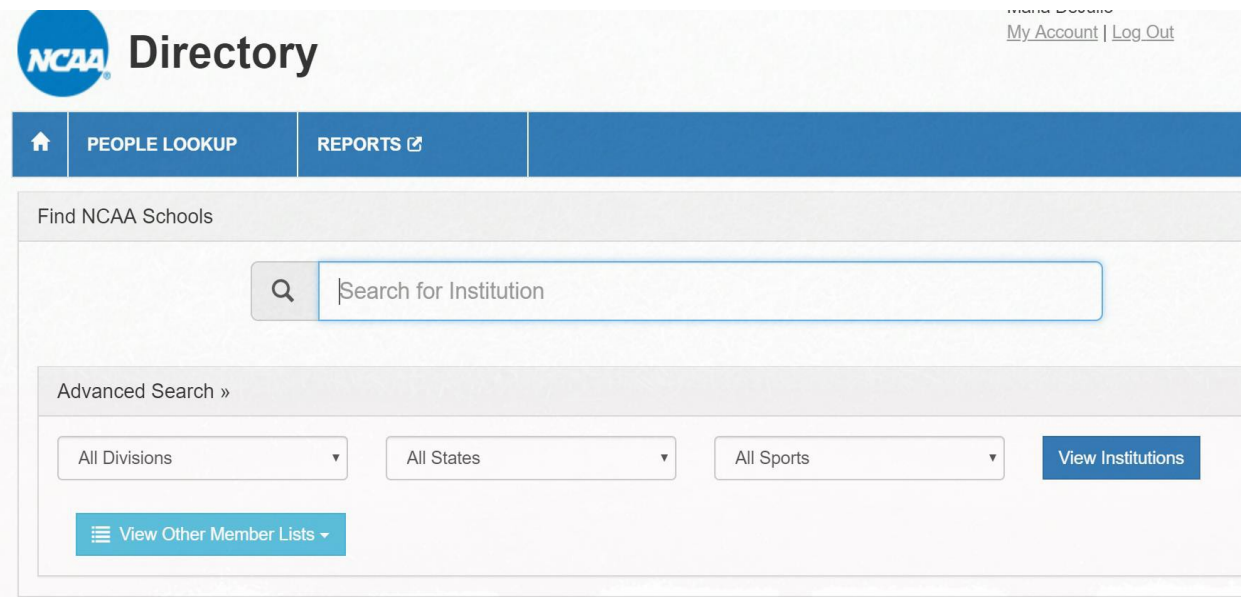


NCAA Directory Walkthrough

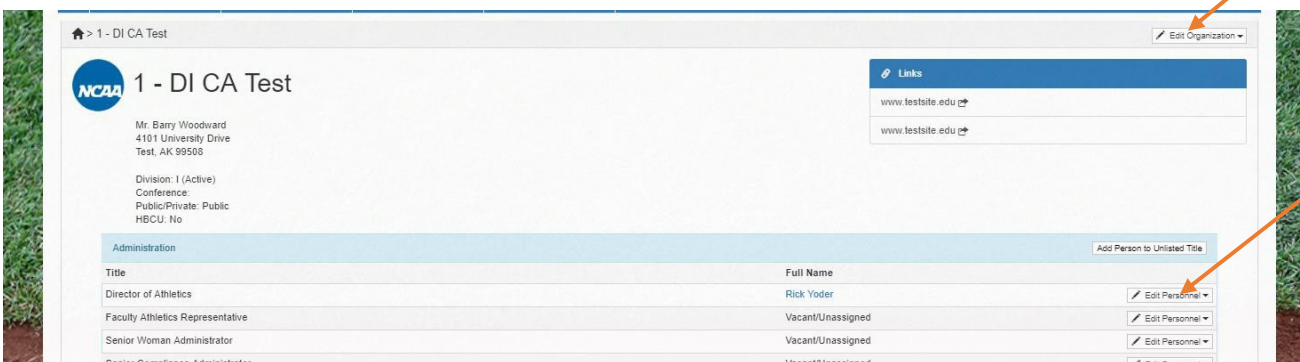
1. The directory can be accessed under My Apps on ncaa.org:



2. Search for your institution by typing in the name of your school into the search bar or clicking the My Institution link from the top of the navigation bar:



3. Once you select your institution, a list of individuals and positions will show.



To make a change to an existing person's information, click the "Edit Personnel" option from the dropdown and you can make changes to a person's name, email, phone number or any other contact information. **Please note, if you need to "replace" a person, you must use the dropdown and choose "Replace."**

If you do not have a replacement yet, select the "I don't have a replacement, leave position blank" button.

If you do have a replacement, under "Find your replacement" type in the name of the person into the field to see if they already exist in our database. If they do not show up, select the button on the bottom righthand side that says, "Add a new person" and complete the necessary fields:

Change Request: Replace at

You requested to remove Rhona Free from your President position, please select a replacement.

Effective Date of Change: 05/17/2018

Is Leaving University of? Yes No

Find your replacement

I don't have a replacement, leave position blank

jsmith Clear Results

No results found.

Is your person not listed? Add a new person »

If you have more than one individual for a position, you can add a person to that position. Use the "Add Person to Unlisted Title" button to add a person to a vacant position.

The "Edit Organization" button at the top can be used to make any changes to logo, website or address of an institution or conference.

Sports Sponsorship changes and changes to head coach's information can be made under the sponsored sports list.

You can request to add a sport if it was left off your sports sponsorship form submission using the Request to Add Sport bottom at the top right of this list.

Sports and sports conferences can be edited using the drop down to the right of each sport. This drop down is also where coaches can be edited and replaced (in the same way the administrators are edited/changed).

Sport	Head Coach	Division	Confere
Baseball	Vacant	I	Indepe
Field Hockey	Vacant	I	Indepe
Football	Vacant	FCS	Indepe
Men's Basketball	Vacant	I	Indepe
Men's Soccer	Vacant	I	Indepe
Men's Track, Indoor	Vacant	I	Indepe
Men's Track, Outdoor	Vacant	I	Indepe

Request to Add Sport

Edit Sport/Coach

You can also check on the status of your requests by clicking on Change Requests on the navigation bar:

MY INSTITUTION PEOPLE LOOKUP

Change Request Listing

Filters: Pending All Request Types

Type Institution

Showing 0 to 0 of 0 entries

CHANGE REQUESTS

Search:

Status

Previous Next

Please contact Lynn Dickey at ldickey@ncaa.org or Maria DeJulio at mdejulio@ncaa.org if you have any questions.