

Membership Portal

How to Add/Remove a “Signed” Status



LOCATE THE RECRUIT

1. Log in to My Apps.
2. Click the NCAA Eligibility Center tile.
3. After logging in to your school's account, select Search Student Details from the Reports tab.
4. Narrow the search for your recruit (using Name, ID, Sport, Recruitment Cycle etc.), then click **Go Search**, located at the bottom.
5. Click the radio button to the left of the prospective student-athlete's NCAA ID to select the appropriate student.
6. At the bottom of the screen, click the option to Add/Remove/Show Signed Status.



ADD “SIGNED” STATUS

1. Complete steps 1-6 as listed above.
2. After completing step 6, an information submission screen appears (shown below).
 - » Confirm the PSA's sport, as listed on the signed athletics aid agreement.
 - » Enter date the PSA signed your school's athletics aid agreement.
 - » Select the year the PSA will attend your member school full-time.
3. Review information entered and ensure it is correct, then click the Add Signed Status button to complete the process.

Please submit this form.

* indicates a required field

Student's NCAA ID: 123456789

Student's Name: Student Sample

Confirm the sport listed on your institution's athletic aid agreement? * Baseball

What date did the student sign your institution's athletic aid agreement? *

What year will the student attend your institution full-time? *

[Add Signed Status](#)

Note: Once the student's record is designated as signed, the contact prohibition (recruiting commitment) applies. This student will appear on your institution's SIGNED list. If the athletics aid is canceled, you must remove the signed status.

REMOVE “SIGNED” STATUS

1. Complete steps 1-6 as listed above.
2. After completing step 6, an alert box (*shown below*) appears, reflecting information related to a “Signed” status already in place for the selected recruit.
3. To remove the “Signed” status, click the Remove Signed Status button located on the right-hand side.

Signed Status already exists for this student.

Signing Year	NCAA ID	Student Name	Sport	Signed Date	Institution	Signed Status Date	Signed Status Remove Date	Action
2025-2026	123456789	Sample, Student	Baseball	11/13/2024	1 - DI Member	11/13/2024	NA	Remove Signed Status

EMAIL NOTIFICATIONS

Status Updated to “Signed”

When a student’s status is updated to “Signed”, an email is sent within 15 minutes of the student’s status being updated. This email notes the student-athlete’s status has been changed to “Signed.”

The student, the signing school and any other member school that has the student-athlete on their IRL will receive an email. For member schools, the email will be sent to 1) the member school’s primary contact (as listed within the school’s Eligibility Center account) and 2) any other contacts listed for that school whose title includes “compliance.”

» *Need to update your school’s EC contacts?* [Click here](#) for quick instructions.

“Signed” Status Removed

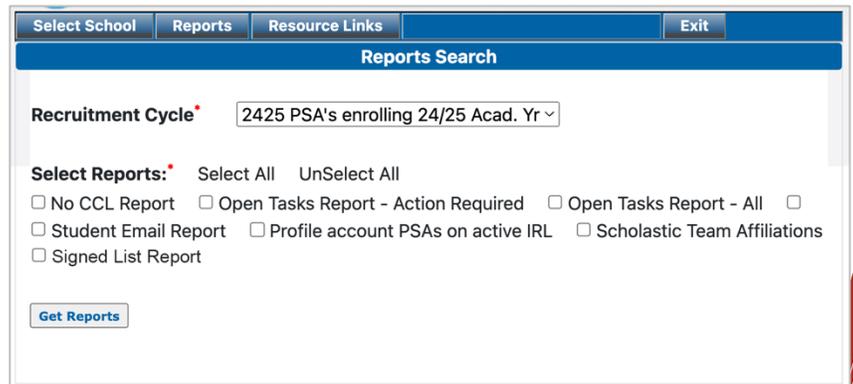
Similar email notifications are generated when a “Signed” status has been removed.

REPORTS

A report called “Signed List Report” is available within the Reports tab.



This option creates a list of recruits on your school’s IRL who currently have a “Signed” status.



Select School Reports Resource Links Exit

Reports Search

Recruitment Cycle* 2425 PSA's enrolling 24/25 Acad. Yr v

Select Reports* Select All UnSelect All

No CCL Report Open Tasks Report - Action Required Open Tasks Report - All

Student Email Report Profile account PSAs on active IRL Scholastic Team Affiliations

Signed List Report

[Get Reports](#)