

REGISTRATION

For High Schools

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STEP 1

Go to playnaia.org and select the green "For High Schools" box to register.

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.

AFTER REGISTRATION:

An NAIA staff member will verify you as a school administrator or counselor. Once verification is complete, you will have access to the portal.

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

Only domestic high schools will have access to approve fee waivers and upload transcripts.

DOCUMENTS:

High school transcripts, class rank information and fee waivers **MUST** be uploaded via the NAIA High School Portal. If one of these documents is submitted any other way, it will be counted as not usable for a decision.

Test scores must be submitted via the testing agency, either ACT or CollegeBoard. Our test code is 9876.

SCHOOL PROFILE:

School address: This address is what is registered with CollegeBoard. 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.

STUDENT LIST:

Students who have registered with the NAIA Eligibility Center and listed your school as their school for graduation will appear on this list. If a particular student is not showing up on your list, they will need to check their profile for errors in information provided.

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."

"Fee Waiver Request" Action: Click on button. Answer required questions to approve or deny fee waiver. Check Student List to make sure action has been completed.

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.