

STUDENT ATHLETE PORTAL

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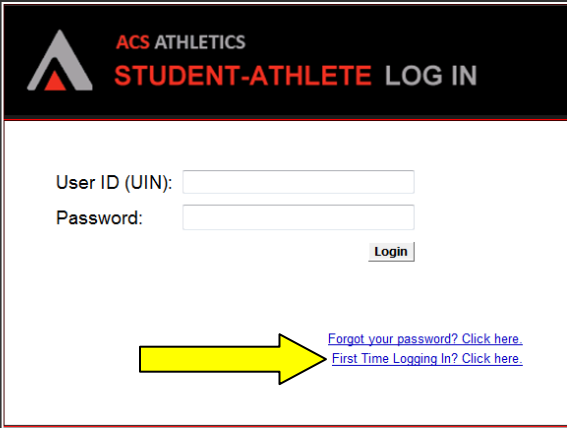
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REQUESTING PASSWORD

To access the Student Athlete Portal you can go to

<http://incontrol.acsathletics.com/TeamManager/PublicPortal/PublicLogin.aspx>

Select the link First Time Logging In? Click here at the login page.



ACS ATHLETICS
STUDENT-ATHLETE LOG IN

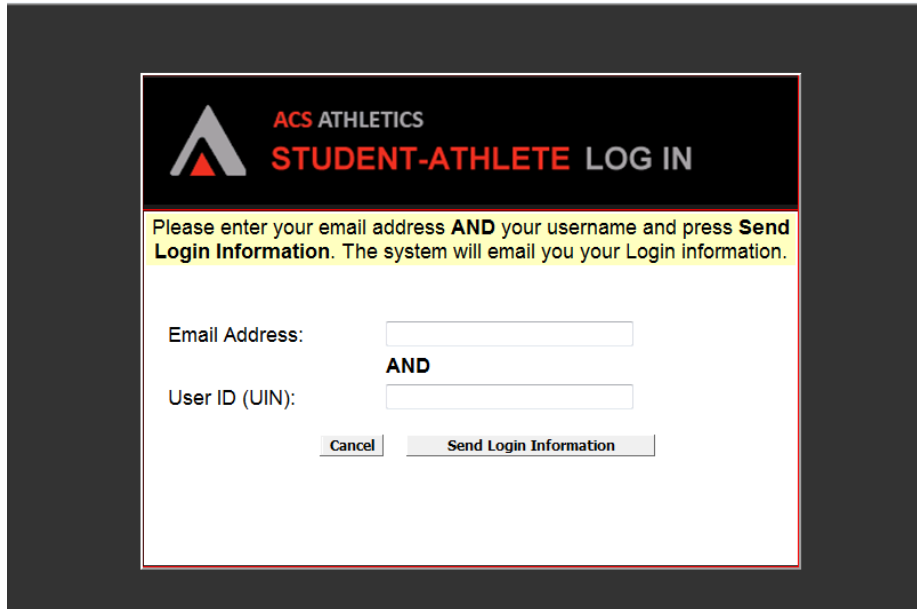
User ID (UIN):

Password:

Login

[Forgot your password? Click here.](#)
[First Time Logging In? Click here.](#)

Type your email address and UIN and select the button Send Login Information.



The image shows a login form for ACS Athletics. At the top left is the ACS Athletics logo, a stylized 'A' with a triangle inside. To the right of the logo, the text 'ACS ATHLETICS' is in red, and 'STUDENT-ATHLETE LOG IN' is in white. Below the header, there is a yellow highlighted instruction: 'Please enter your email address AND your username and press Send Login Information. The system will email you your Login information.' The form contains two input fields: 'Email Address:' and 'User ID (UIN):'. Between these fields is the word 'AND'. At the bottom of the form are two buttons: 'Cancel' and 'Send Login Information'.

You will receive an email within 10 minutes that looks like the below containing a temporary password. BE PATIENT; do not click more than once. Use the temporary password sent to you to login to the Student Athlete Portal. We recommend copying and pasting the temporary password to login. If you have any problems, please contact Jamie Atkinson (atkinsjl@brevard.edu).

Cc:
Subject: ACS Athletics Password Request

This Email Was Sent From ACS Athletics.
If you cannot view the images in this email, [PLEASE CLICK HERE](#).

Thank you. Your password has been set to: x_6RW3aS-

Please open a browser and go to <https://incontrol.acsathletics.com/TeamManager/PublicPortal/> to log in.



ACS ATHLETICS

STUDENT-ATHLETE LOG IN

User ID (UIN):

Password:

[Forgot your password? Click here.](#)
[First Time Logging In? Click here.](#)

PROCESS THE FIRST TIME A STUDENT-ATHLETE LOGS INTO THE PORTAL

1. A screen explaining the purpose of the student-athlete portal will appear. Review the information and select Continue.

Instruction Page Logout

Welcome to the University of Alabama Athletics Compliance Student-Athlete Portal. This portal allows you to keep your contact information up-to-date and streamlines communication between you and the Athletics Compliance Department. This on-line process will save significant time by reducing the beginning of the season athletics compliance meeting.

When you login and enter the portal the first time, you will be redirected to the profile page. Please ensure your local and permanent address are updated before you begin the forms process. Be advised that if any of your forms reflect an incorrect address, you will need to return to this main screen to provide the correct information.

Your Athletics Compliance Department Staff

Please click Continue to update your profile information now.

← Read the information and select Continue.

2. A new screen will appear and ask for basic contact information as well as information regarding the primary contacts (e.g. parents, guardian, etc.)

Athlete Profile: ACS Athletics Test

Student Information

DOB (ex. 01/01/2007)

Email:

Gender: ▼

Ethnicity: ▼

Home Phone:

Mobile:

Add or modify the date of birth, ethnicity, home phone and cell phone numbers.

Local Address Information	
Local Address 1:	<input type="text" value="P.O. Box 9160"/>
Local Address 2:	<input type="text"/>
Local City:	<input type="text" value="Austin"/>
Local State:	<input type="text" value="TX"/>
Local Zip:	<input type="text" value="78766"/>

Add or modify the local address information.

Permanent Address Info	
Permanent Address 1:	<input type="text"/>
Permanent Address 2:	<input type="text"/>
Permanent City:	<input type="text"/>
Permanent State:	<input type="text"/>
Permanent Country:	<input type="text"/>
Permanent Zip:	<input type="text"/>

Add or modify the permanent address information (e.g. parents' or guardians' address).

Primary Contact Info	
Primary Contact 1	Primary Contact 2
Primary Contact? <input type="checkbox"/>	Primary Contact? <input type="checkbox"/>
Relationship: <input type="text" value=""/>	Relationship: <input type="text" value=""/>
First Name: <input type="text" value=""/>	First Name: <input type="text" value=""/>
Last Name: <input type="text" value=""/>	Last Name: <input type="text" value=""/>
Home Phone: <input type="text" value=""/>	Home Phone: <input type="text" value=""/>
Mobile Phone: <input type="text" value=""/>	Mobile Phone: <input type="text" value=""/>
Work Phone / Ext: <input type="text" value=""/> <input type="text" value=""/>	Work Phone / Ext: <input type="text" value=""/> <input type="text" value=""/>
E-Mail: <input type="text" value=""/>	E-Mail: <input type="text" value=""/>
College Name: <input type="text" value=""/>	College Name: <input type="text" value=""/>
Employer: <input type="text" value=""/>	Employer: <input type="text" value=""/>
Occupation: <input type="text" value=""/>	Occupation: <input type="text" value=""/>

Add or modify the primary contact information (e.g. parent, guardian, etc.). Up to three primary contacts can be added.

Read the information at the bottom of the form and select Submit Form when finished.

The screenshot shows a form with a grey background. At the top, it says "State Law Requirement". Below that, there is a paragraph of text: "State law requires that you be informed of the following: (1) you are responsible for providing accurate information on this form (with a few exceptions as provided by law); (2) you are responsible for providing accurate information corrected at no charge to you." At the bottom of the form is a blue button labeled "Submit Form". A callout box with a black border and white background contains the text "Read the information and select Submit Form." with two arrows pointing to the text in the form and the "Submit Form" button.

3. Confirm or update the contact information. After confirming or updating the information, the forms will appear.

The screenshot shows a form titled "ACS Athletics Test". Below the title, there is contact information: "Email: rplace@acsathletics.com", "Phone: 512.343.8811", and "Mobile: 512.343.1188". Below this is a table with two columns: "Permanent" and "Local". The table contains the following information:

	<u>Permanent</u>	<u>Local</u>
Address 1:	82 Shoal Creek Blvd.	P.O. Box 9160
Address 2:		
City:	Austin	Austin
State:	TX	TX
Zip:	78757	78766
Country:		

Below the table, there is a question: "Is this information current and accurate?". Below the question are two buttons: "Confirm" and "Update". A callout box with a black border and white background contains the text "Confirm or update the contact information." with an arrow pointing to the "Confirm" and "Update" buttons.

See the section entitled *Accessing the Forms and Other Features of the Student-Athlete Portal* for additional information regarding the forms and portal.

ACCESSING THE FORMS AND OTHER FEATURES

1. Each time the student-athlete logs into the portal, the contact information must be confirmed or updated.

ACS Athletics Test

Email: rplace@acsathletics.com
Phone: 512.343.8811 **Mobile:** 512.343.1188

	<u>Permanent</u>	<u>Local</u>
Address 1:	82 Shoal Creek Blvd.	P.O. Box 9160
Address 2:		
City:	Austin	Austin
State:	TX	TX
Zip:	78757	78766
Country:		

Is this information current and accurate?

Confirm or update the contact information.

2. Contact information can also be updated by selecting the Update link.

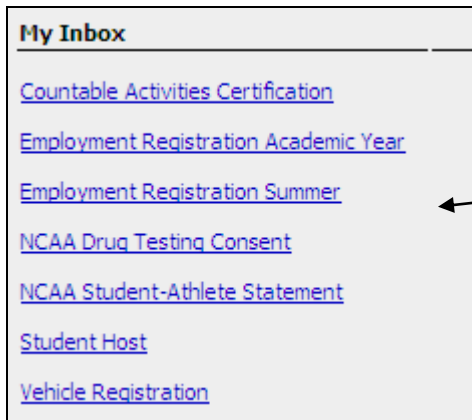
ACS Athletics Test [Update](#)

Email: rplace@acsathletics.com
Phone: 512.343.8811 **Mobile:** 512.343.1188

	<u>Permanent</u>	<u>Local</u>
Address 1:	82 Shoal Creek Blvd.	P.O. Box 9160
Address 2:		
City:	Austin	Austin
State:	TX	TX
Zip:	78757	78766
Country:		

Update contact information using this link.

3. Forms that still need to be completed are listed under the My Inbox section.



Forms that need to be completed are listed under My Inbox.

4. Forms that can be started by the student-athlete at any time are listed under the Forms Library section. These forms can be used to update compliance on information that has changed, such as a new job or new car.

Links to important information are found under the Links section.



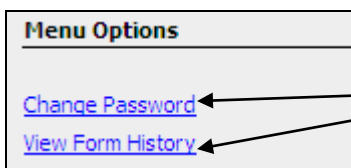
Update compliance on a new job or car using the Forms Library.

Links to important information.



5. A student-athlete can change their password using the **CHANGE PASSWORD** link. The new password must be at least 8 characters in length and contain at least one uppercase letter, one lowercase letter, and one number.

A student-athlete can view the forms they have completed using the View Form History link.



Change a password or view previously-submitted forms using these links.

6. View important messages from compliance under Announcements.

Announcements

Welcome to the Student-Athlete Portal!

Check your **INBOX** for required forms. You must complete your required forms online before you will be cleared for practice.

Read the forms completely and answer with accurate responses.

Your local and permanent address must updated before you begin the forms process. To update your address information, use the "update" link next to your name at the top of the left-side column.

If you have any questions e-mail [compliance](#). You can also use this e-mail address to submit comments about the process.

Thank you very much for your assistance.

View important compliance announcements here.

COMPLETING THE FORMS

1. From My Inbox, select the link of a form and complete the required information, signing the form at the bottom. After completing a form, the My Inbox section will reappear.

My Inbox

- [Countable Activities Certification](#)
- [Employment Registration Academic Year](#)
- [Employment Registration Summer](#)
- [NCAA Drug Testing Consent](#)
- [NCAA Student-Athlete Statement](#)
- [Student Host](#)
- [Vehicle Registration](#)

Select a form link and complete the information.

2. Repeat this process until there are no more forms listed under My Inbox. A message will display indicating all required forms have been completed.

My Inbox **Due Date**

There are no forms currently assigned.

This message will appear when all forms are complete.