

## **To register for the NCAA Eligibility Center**

### **Complete the following steps:**

1. Log in at [www.eligibilitycenter.org](http://www.eligibilitycenter.org)
2. Select “New Account” in top right corner of homepage
3. Supply e-mail address to receive verification code that will allow you to register and complete account information.  
You will need the following information:
  - \*FHN High School Code # 262844
  - \*FHN 2016 Graduation Date (June 4 - Seniors)
4. Obtain and complete a transcript request form from the guidance office to release your academic record to the NCAA Eligibility Center.  
Submit this form in the guidance office.  
Recommended time is during junior year.
5. List the NCAA Eligibility Center on your ACT registration form (9999) to send your official test scores directly to the Eligibility Center. The NCAA Eligibility Center will no longer accept test scores sent by the high school. You are allowed to pick & choose highest subtest scores from multiple tests.
6. Complete amateurism questionnaire and sign the final authorization signature online on or after April 1, 2016 if you plan to enroll in college during fall 2016 semester (seniors) or on or after April 1, 2017 if you plan to enroll in college during fall 2017 (juniors).
7. Request a Final Transcript in the spring of senior year to be sent to the Eligibility Center after 8 semesters of high school are completed.