

# NCAA Eligibility Center High School PIN Request Form



*If you want to update your contact information and you already know your PIN, please go to the [High School Portal](#) . You can update your information through the portal once you log in.*

*If you already know your PIN but want to change it, you can update that on the High School Portal, too.*

***Submit this form ONLY if you do not know your PIN.***

High School Name: \_\_\_\_\_

CEEB/ACT Code: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_

Fax (with area code): \_\_\_\_\_

Current/New Contact: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

New PIN (must be 5 numbers):       
(Example: 1 2 3 4 5)

***One of the following must sign this form:***

\_\_\_\_\_  
Head Guidance Counselor / Head Registrar

\_\_\_\_\_  
Principal / Headmaster

\_\_\_\_\_  
Assistant Principal / Assistant Headmaster

***Return your completed form via fax (317-968-5100) or e-mail ([ec-processing@ncaa.org](mailto:ec-processing@ncaa.org)).***

***Please allow at least two business days for processing, then attempt to log in using your new PIN. You will not be notified when your PIN has been reset.***