

# InCred Portal: Institutional Access Request Form

**Directions:** If your institution does not yet have an InCred Portal account, or if you'd like to add or remove authorized users to an established Institutional Account, please fill out this form and send it in to [InCred@naia.org](mailto:InCred@naia.org) with "Institutional Access Request" in the subject line to initiate the change(s). Access to an InCred Institutional Account enables you to login to your free and secure, online InCred Portal. This login is where you will access official, completed InCred evaluation reports. The Registrar, Admissions Officer or FAR must fill out this form to request changes to authorized users to an existing account.

Please allow up to two weeks for our team to activate your requested changes. If more than one action is needed, please fill out this form for each separate action/user for which you are requesting changes.

## Select one the following:

Our institution does not yet have an InCred Portal and wants one (note: if you want more than one person to have access, fill out the form for each user you'd like added).

I am requesting an additional user access to an existing Institutional Portal account.

I am requesting the removal of access for a departed staff member.

**First Name:**

**Last Name:**

**Job Title:**

**Email Address:**

**Institution Name/University:**

Email this completed form to [InCred@naia.org](mailto:InCred@naia.org) with "Institutional Access Request" in the subject line.

Please allow up to 2 weeks for the request to be processed.

This can take longer during peak processing times.