

Welcome to Privit Profile!

This document provides instructions on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

Steps to complete within Privit Profile™:

1. Register an account in a parent's name here: stjohnvianney.e-ppe.com
2. Add athlete(s) to your account by selecting Add Member.
3. Complete all relevant athlete information and forms
 - Personal Details
 - Athlete Health History Form
 - Emergency Medical Authorization
 - Registration Form
4. Apply parent/guardian and athlete electronic signatures
5. Join Appropriate Team(s)
6. Print Athlete Health History Form
7. Upload signed Physical form



Once the required information has been completed and e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. Also the **Completion Status** will read as "Submission Complete". If the status reads "Submission Incomplete", hover your cursor to see what still needs to be completed. A staff member at the school will update the **Clearance Status**, the status is not automatically updated.

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit www.support.privit.com.

For detailed instructions for each step listed above, please refer to pages 2-4 of this document.

Step 1: Register an account in the parent name:

As a parent/guardian, you will register an account, then add your athlete to the account and complete only their information. **Start creating your account by selecting or enter the link stjohnvianney.e-ppe.com then follow the steps below.**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again.)

Step 2: Add athlete(s) to your account:

1. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your student/athlete to your account. You can add as many additional family members as necessary.)
 - Click **Add Member** on the left side of the page.
 - Enter your athlete's first name (and last name if different), date of birth, and gender.
 - Ignore Enable Login and then click **Add Member**. You will now see your athlete's listed on the home page.

Step 3: Complete the Personal Details section for the athlete:

1. Click on your athlete's **Name**. Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Complete each section of the Personal Details section to 100% and click **Save and Exit**.

IMPORTANT: For the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (*).

Step 4: Complete the remaining forms for the athlete:

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*). When you have finished answering this form, click **Submit**.
2. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** tab.
3. With your curser on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
4. **Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.**
5. See Step 8 below for instructions on applying an athlete's electronic signature to forms.

Step 5: Join team(s):

1. To join a team, click **Update** next to Joined Teams, and check the box next to the appropriate team(s) and click **Done** at the bottom of the page when finished.

Step 6: Printing Physical/Athlete Health History Summary:

1. If you have not done so already, a copy of a blank physical form can be downloaded by click **PRINT DOCUMENTS** on the home page.
2. **Only** Download and Print the **Athlete Health History Form** from the Print Documents page.
3. When the Physical Form has been signed by the doctor, please see Step 7 to upload the form into your athlete's profile.

Step 7: Uploading Forms:

Before uploading, you will need to either scan the document into your computer or take a photo of the document with your tablet or smartphone*. If you are using a smartphone or tablet to upload, please **open the internet browser** and type in the school's Privit website. Then **login to your account**.

1. Click **Manage Documents** from the athlete's home screen. Next, click **Upload Document** near the top right.
2. Click **Browse** to select the scanned or take a phone of the document. (If you are accessing this page from a **mobile device**, you should be prompted to take a picture of your document or select a photo of the document from the photo album.)
3. From the drop down next to '**Document Type**,' select the name of the document type you are uploading. (Also there is an optional ability to add a comment to provide additional information to identify your document.)
4. Click **Upload**.
5. You should be directed back to the athlete's 'Manage Documents' page. You should see the uploaded document and any other documents that have been submitted. For further assistance on uploading forms, please click [here](#).

Step 8: Athlete Signatures:

1. From your athlete's home screen, click the blue font **Student/Athlete click here to sign** and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** button.
2. With your curser on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials. Check the box that you attest and then click the blue **Save** tab. You will see your athlete signature displayed. Select the grey **Done** tab underneath.
3. Once complete, you will click the blue font **Student/Athlete click here to sign** again. Once you have created an athlete e-signature, you will not be required to repeat this process.