Welcome to Privit Profile!
This article provides instructions to students, athletes, parents and/or guardians on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

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

Each component must be completed **prior** to taking your physical exam.
- Personal Details
- Pre-Participation History Form
- Application to Participate
- Emergency Contact Form
- Concussion Awareness Form
- Verification of Insurance
- GHSA Handbook
- Transportation Release

Before completing the information, we recommend that you have the following information on hand:
- Family Medical History
- Athlete's Medical History
- Athlete's Allergies and Information on any medications they may be taking
- Primary Health Insurance Information

<u>Privit Profile Instructions for Parents:</u>

As a parent/guardian, you are going to register an account, then add your student to the account and complete only their information. **Start creating your account by selecting or enter the link https://chattahoocheecougars-ga.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. Please select parent as your user role. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered, you do not need to register again. Please refer to step 4 below.)
3. Next, a Welcome Message will appear. Feel free to read the entirety of this message. When you have finished reading click **Continue** located towards the top of the page. This will take you to your HOME page.
4. On the HOME page click the **Add Member** button on the left hand side of the page. (This allows you to add your student/athlete to your account. This will also allow you to add other 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.

- In addition to this, please check the box that states **Enable Login**. In the boxes that appear you will want to enter an email address for your athlete (The email address you enter does have to be different than the email address that you used to initially register your account) and create a password. (Enabling a login will allow your student athlete to log in separately so that they can e-sign documents later). When finished click on the blue **Add Member** button.
- The next screen you will be taken to will allow you to copy some of the data from a previously completed profile to the new one you are creating. If this is the first athlete you are completing a profile for you will have no data to copy, therefore you will click **Cancel** at the bottom to be taken back to your HOME page. If you would like to copy some of the information from one of your athlete's to another, doing this can save you time for completing the profile, select the athlete with the completed profile on the left; choose what data you would like to copy; and then select then select the name of the newly added athlete from the list on the right. Click **Copy Data** to return to your HOME page.
- You will now see the student/athlete listed as a family member on the left side of the screen. Please click on their name from the list. Then begin completing the Personal Details by clicking the blue **Start** button
- Complete the Personal Details page to 100% and click **Save and Exit**

IMPORTANT: In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (*). You **will not** be able to print your forms until this step is complete.

5. Click **Start** to the right of Pre-Participation History Form. You are required to answer all mandatory questions, which are marked with a red asterisk (*). When you have completed the form click **Submit** at the bottom of the page.
   a) A message will appear asking if you want to review or sign the document. Click the blue **Sign** button to be taken to a page to create an electronic signature for you as a parent. Select the blue **Create New Signature** button.
   b) Using your cursor, or finger from a mobile device, create your signature and then click on the blue **Save** button. You will see your signature displayed. Once complete select **HOME** near the top left of the screen.
   c) You are only required to create your e-signature one time. You will then be able to apply this e-signature anywhere a signature is needed
6. Click on **Start** to the right of Application to Participate from the Home page. Complete the Application to Participate and click **Submit** when you have finished. Then you will be able to apply your parent e-signature to the form. You will then be directed to the Manage Documents page, you will want to select **Home** in the top left to be directed back to Home page.
7. Follow the same procedure as in step 6 for the remaining forms: Emergency Contact Form, Concussion Awareness Form, Verification of Insurance, GHSA Handbook, and Transportation Release.
8. After completing all of the forms you must join a team. To do this, click **Update** next to Joined Teams from the HOME page, check the box next to the teams your student/athlete will be participating in throughout the school year.

IMPORTANT: You **cannot** skip this step as it is critical for you to be able to print your reports/forms to take to the physical exam. In addition, your athlete's coaches and trainers will be able to review eligibility status; emergency contact information; and see your athlete on the team roster.

9. When you have completed all the documents, and joined a team, you will want to print out the <u>GHSA Physical Form</u> for the physician to sign. To print the Physical Form, click Print Documents from your HOME page and then click Download to the right of the physical form. The form should appear within a new tab. Print out this form and take it with you to the physician. The physician may also want to review your athlete's health history so we recommend printing the Pre-Participation History form and taking it with you to the physician as well
    *   After the physical exam please upload the completed physical form signed by the doctor, as well as a copy of your insurance card (if applicable) back into PRIVIT by following the directions below

Uploading Documents:

NOTE: To upload documents using your computer you will need to have access to a scanner. To upload documents from a mobile device the device you are using will need to have a camera.

1. First you will want to log back into PRIVIT with your user name and password. Click on your athlete's name from the list of family members and select **Manage Documents.**
2. Click the **Upload Document** button.
3. Click **Choose File**, if you are using a PC or MAC a file browser will open asking you to select a file from your computer; if you are using a mobile device you will be prompted to either take a picture of your form or to select a picture from the photo library.
4. Select the appropriate document type, either Physical Form or Medical Insurance Card
5. Click **Upload**

Creating and Applying Student/Athlete e-Signature:

1. First, you will want to be certain that you have enabled a login for your student athlete. Select Manage Account from the HOME page.
2. From the Manage Account screen, select Manage Family Accounts
3. From the family member drop down, select your student athlete and check the box that reads **Enable Login**. (If there is an email address already listed next to current email please skip straight to step 6, if current email address reads "N/A" please complete steps 4 and 5).
4. Please type in an email address for your student/athlete (different from the email address that was used to register) as well as a password. Then click **Submit**.
5. Next, select the name in the top right corner of the screen next to the gear symbol and select **Log Out** from the drop down that appears.
6. Click **Login** and login with the email address and password that was created for your student/athlete.

7. After logging in as the student athlete you should see a series of links that read "Click here to sign as Student/Athlete". Your student will then be prompted to create their e-signature which they can then apply to their documents by clicking on the links on your HOME page.

Is My Profile Complete?:

Before logging out you will want to make one final check to make sure your profile is fully completed. To determine that your profile is complete make the following visual checks:

1. Personal Details are 100% complete
2. There are green check marks next to, Parent and Student e-Signature for the Pre-Participation History form.
3. Repeat step 2 for the remaining forms on the HOME page
4. Student is joined to at least 1 team, the team you have joined will be listed. If you still need to join a team the text will read "You have not joined any teams of Chattahoochee High School". If you see this text please click update and join your student to the correct teams.
5. Click Manage Documents from the HOME page and find the Physical Form and Medical Insurance Card, open these files by clicking on them and make sure that they are the correct files.
6. If steps 1-5 look good your profile is complete, note that your clearance status will be listed as pending at this point. Please let the athletic department know that all the forms are complete so that they can be reviewed.