



## Welcome to Privit Profile!

St. Teresa's Academy has partnered with PRIVIT®, a Columbus based company, to automate the process for the management and collection of health forms required for athletic participation.

This document provides instructions to 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.

Steps to complete within Privit Profile™:

1. **Register an account in parents name here:** <https://stteresastars-mo.e-ppe.com/>
2. **Add athlete(s) to your account**
3. **Complete all relevant athlete information**
  - Emergency Contact Information
  - MSHSAA Concussion Materials
  - MSHSAA Parent Permission Form
  - MSHSAA Student Agreement
  - Pre-Participation History Form
    - Please list **all sports** you daughter may try out for during the school year.
  - St. Teresa's Academy Student Transportation Consent and Release
4. **Apply athlete electronic signature**
5. **Physical Form**
6. **Athlete Driver's License and Proof of Auto Insurance (if applicable)**



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.

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



### **Step 1: Register a Parent Account:**

As a parent/guardian, you are going to register an account in your name, then add your athlete to the account and complete the athlete's information. **Create your account by selecting or entering the following link <https://stteresastars-mo.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.) You will then be taken to the HOME page.

### **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 athlete to your account; and this section allows you to add other family members if 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, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete will need to be different than the email address you registered with) and create a password. (Enabling a login will allow the athlete to e-sign documents later in the process). The click **Add Member**.
  - You will now see the athlete listed under Family Members. Please click on the athlete's **Name**.

### **Step 3: Complete All Relevant Athlete Information:**

1. From your athlete's profile, begin completing the Emergency Contact Information form by clicking the **Start** button to the right of Emergency Contact Information.



In order for the Emergency Contact Information form to be complete, you will need to answer all mandatory questions, marked with a red asterisk (\*). You **will not** be able to move on until this step is complete.

2. When you have finished completing the Consent to Treat form, click **Submit**.
  - a. 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.



- b. With your cursor 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.
  - c. 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.
  - d. The Emergency Contact Information form also requires an athlete e-signature. For instructions for athlete e-signatures, **please see the instructions below for creating an athlete e-signature.** Next click **Home** in the top left to be directed back to your Home page
3. Repeat steps 1 and 2 for the remaining forms: MSHSAA Concussion Materials, MSHSAA Parent Permission, MSHSAA Student Agreement, and Pre-Participation History Form.
  4. After completing the forms, you **MUST** join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the correct team(s) your athlete will be joining.



You **cannot** skip step #4 as it is critical for your athlete's coaches and athletic trainers will be able to review and approve your documents, and see your athlete on the team roster.

#### **Step 4: Apply Athlete Electronic Signature:**

1. First, you will want to be certain you have enabled a login for your athlete. Steps 2 - 4 provide instructions on confirming that a login has been enabled for your athlete.
2. Select Manage Account from the home page.
3. From the Manage Account Screen, select Manage Family Accounts.
4. From the family member drop down, select your athlete and check the box that says **Enable Login**. (If there is an email address already listed next to Current Email, please skip to step number 6)
5. Please type in an email address for your athlete (different from the email address that was used to register) and create a password. Then click **Submit**.
6. Next, log out by selecting the name in the top right corner with the gear symbol and from the drop down, select **Log Out**.
7. Then click **Login** and log in with the email address and password that was just created for your athlete.
8. After logging in as the athlete, select Manage Documents from the home page. Then click Sign Document where an athlete e-signature is required.



- a. A message will appear if you want to review or sign the document. Click the blue **Sign** button and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** tab.
- b. With your cursor on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials then click the blue **Save** tab. You will see your athlete 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 and go back to Manage Documents.
- c. Once you have created an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required.



Once the required 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.

#### **Step 5: Physical Form:**

1. Click **Start** to the right of Physical Form to access the physical form. Print this form out and take it with you to your physical. Your physician will need to fill out this form and return it to you. After your physical exam please upload your completed form back to your Privit account by following steps 2 - 6 below.



Please remember to submit this form once you have downloaded the physical. It does not require an electronic signature, but we do ask that you submit the form

2. Click **Manage Documents** and you will be directed to the Manage Documents page
3. Click **Upload Document** to upload a document to your profile
4. Click **Choose File** to select your document



Clicking **Choose File** on a mobile device or tablet will open up your device's camera, prompting you to either choose a photo from your library or take a new picture to upload.

5. Click **Document Type** and select Physical Form from the drop down list. You also have the ability to add a comment if you would like to provide additional info for your coaches and trainers.
6. When you are finished and are ready to upload your document click **Upload**.



**Step 6: Athlete Driver's License and Proof of Auto Insurance - (If permission was given on Transportation Release for your student athlete to drive other students to and/or from activity events and practices.)**

7. Click **Start** to the right of Student Transportation Consent and Release Form to access the form. After completing the form, and if consent was given for your student athlete to transport themselves and other students to and/or from activity events and practices, please upload a copy of the student athlete's driver's license and proof of auto insurance to your Privit account by following steps 2 - 6 below.



Please remember to submit this form once you have downloaded the copy or photos of the student athlete's driver's license and proof of auto insurance and completed the parent and athlete electronic signatures.

8. Click **Manage Documents** and you will be directed to the Manage Documents page
9. Click **Upload Document** to upload a document to your profile
10. Click **Choose File** to select your document



Clicking **Choose File** on a mobile device or tablet will open up your device's camera, prompting you to either choose a photo from your library or take a new picture to upload.

11. Click **Document Type** and select Driver's License from the drop down list. You also have the ability to add a comment if you would like to provide additional info for your coaches and trainers.

When you are finished and are ready to upload your document click **Upload**.

12. Repeat steps 8-11 to complete upload of **proof of auto insurance**.