



Welcome Back 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 updating the PRIVIT Profile process. The information can be updated on your mobile device, laptop, tablet or any device connected to the internet.

Steps to update an athlete account within PRIVIT Profile™:

1. **Log into an existing account in parents name here:** <https://stteresastars-mo.e-ppe.com/>
2. **Archive existing athletes' physical form and STA Student Transportation Consent and Release.**
3. **Upload current physical form completed by doctor.**
4. **Resubmit STA Student Transportation Consent and Release and upload current proof of auto insurance card (if applicable).**
5. **Update athlete information (if necessary)**
 - Parent Permission (Emergency Contact/Medical Insurance) Information
 - Pre-Participation History Form
6. **Apply athlete electronic signatures**
7. **Add daughter to Joined Teams.**



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: Log into your Parent Account:

As a parent/guardian, you are going to log into the account in your name, then maintain/update the athlete's information. Log into your existing 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 **Log In**.
2. If you do not remember your user name/password, please contact the Help Center at 844-234-4357 or visit <https://support.privit.com/hc/en-us/requests/new?>.

Step 2: Archive Expired Physical Form and Transportation Consent and Release:

1. Click **Manage Documents** from the home page.
2. Find the form to be archived and click the ellipses (**3 vertical dots**) to the right of the form name to expand the options.
3. Click the **Archive** icon from the drop down.
4. The document will then move to the Archived tab.
5. Click the **Archive** tab to view archived documents.

Step 3: Upload current physical form completed by doctor:

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 4: Resubmit STA Transportation Consent and Release and update 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.)

1. 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 current 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 proof of auto insurance and completed the parent and athlete electronic signatures.

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 Proof of Auto Insurance 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 5: Update Athlete Information (if necessary):

1. **Repeat steps 1 and 2 for the remaining forms:** MSHSAA Parent Permission (Emergency Contact/Medical Insurance), and Pre-Participation History Form **if current information needs to be updated/changed.**

Step 6: Apply Athlete Electronic Signature:

1. Log out by selecting the name in the top right corner with the gear symbol and from the drop down, select **Log Out**.
2. Then click **Login** and log in with the email address and password that was previously created for your athlete.
3. 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. 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 7: Add daughter to Joined Teams:

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 #7 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.