

Welcome to Privit Profile!- NOTRE DAME ACADEMY, TOLEDO, OH

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.

Before completing the information, we recommend you have the following information on hand:

- Athlete's Family Medical History and individual Medical History
- Athlete's Allergies and Medications Information
- Primary Health Insurance Information

Steps to complete within Privit Profile:

ALL FORMS MUST BE COMPLETED THROUGH PRIVIT BEFORE FIRST SPORTING EVENT ATTENDED! Only the PRIVIT physical packet with proper signatures (doctor, parent, student) will need to be submitted to the athletic department in paper form.

1. **Register an account in parents name here: notredameacademyeagles-oh.e-ppe.com** (link on NDA athletic page under Mandatory Athletic Forms -PrivIT)
 - ****If you have already created an account, please login and select Student/Athlete from the pop up message. If you do not remember your email address and/or password click the Forgot Password feature, or contact support.**
 - Add athlete(s) to your account
2. **Complete all required forms for your athlete**
 - Personal Details
 - E-PPE Questionnaire
3. **Apply parent electronic signature**
 - HIPAA Authorization Form
 - ODH Concussion Form
 - OHSAA Eligibility Statement
 - NDA Transportation Form
 - Emergency Information
4. **Join team(s)- 16-17 teams**
5. **Print Physical Packet, take to physical for physical exam, return to athletic department with physician, parent, & student signatures.**
6. **Apply student electronic signature**
 - HIPAA Authorization Form
 - ODH Concussion Form
 - OHSAA Eligibility Statement
 - Emergency Information

COMPLETION NOTE: 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. The appropriate staff member will manually update the **Clearance Status** for the athlete when they have reviewed the information and when you have turned in the physical form to the school.

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

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

Step 1: Register a Parent Account (If you already have an account, skip to step 2).

As a parent/guardian, you are going to register an account in your name, then add your athlete to the account and complete your athlete's information. **Start creating your account by selecting or enter the link notredameacademyeagles-oh.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 and please refer to #5 below.)
3. Next, a Welcome Message should appear. Click **Continue** located towards the top of the message. Then you will be taken to the HOME page.
4. 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.)
 - 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 **MUST** 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). Then click **Add Member**.
 - You should be directed to a Copy Data page. Please select the grey **Cancel** tab at the bottom and you will be taken back to the Home page.
 - You will now see your athlete listed under members. Please click on your athlete's **Name**.

Step 2: Complete all required forms for your athlete

1. Login and select your athlete's profile (**If you receive a pop up message, please select Student/Athlete**). From your athlete's profile, begin completing the Personal Details by clicking the **Start** button to the right of Personal Details. Complete each section of the Personal Details section to 100% and click **Save and Exit**.
2. When the Personal Details are 100% complete, click **Start** to the right of the e-PPE Questionnaire. Complete all components of the e-PPE questionnaire and Click **Next** when finished with a section. We recommend completing the questionnaire all together at once. You are able to click the **Save and Exit** button (Located at the bottom of each page in the questionnaire) to allow you to finish at a later date if needed. Complete all the sections to 100% and click **Save and Exit**.

IMPORTANT: In order for the Personal Details and e-PPE questionnaire to be 100% 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.

Step 3: Apply Parent Electronic Signature:

1. Click **Start** to the right of HIPAA Authorization Form. When you have finished the HIPAA Authorization Form, click **Submit** near the end of the form.

- 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 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.
 - 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 to all forms that require a parent e-signature.
2. From your athlete's home page, click on **Start** to the right of ODH Concussion Form. Complete the ODH Concussion Form 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** near the top left to be directed back to Home page.
 3. Click **Start** to the right of OHSAA Authorization Form. Complete the OHSAA Authorization Form and click **Submit**. Then you will be able to apply your parent e-signature to the form. Next click **Home** in the top left to be directed back to your Home page.
 4. Follow the same process as in #3 for the Transportation Form.
 5. Additionally, please e-sign your student's Emergency Information.

Step 4: Join Team(s)

1. After completing the forms, you **MUST** join a team. To join a team, click **Update** next to Joined Teams, and select the appropriate team(s). Make sure you join 16-17 teams.

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

Step 5: Print the Physical Packet

1. When you have completed all the OHSAA forms and have joined a team, you will want to print the Physical Packet for the doctor to sign.
2. From your athlete's home page, click **Print Documents**.
3. To print the Physical and Clearance Forms, click **Download** to the right of the Physical Packet, the form should appear within a new tab. You can print the forms by right clicking on the form and selecting Print.
 - When the Physical Form has been signed by the doctor, **turn it in to the appropriate staff member**.

Step 6: Creating and Applying Athlete E-Signature:

1. First, you will want to be certain you have enabled a login for your athlete, so 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 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)
4. 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**.
5. Next, select the name in the top right corner with the circle symbol and from the drop down, select **Log Out**.

6. Then click **Login** and login with the email address and password that was just created for your athlete.
7. 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 it 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 curser 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.
- 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 a athlete e-signature is required.

COMPLETION NOTE: 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. The appropriate staff member will manually update the **Clearance Status** for the athlete when they have reviewed the information.