Welcome to Privit Profile!
This document 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.

Steps to complete within Privit Profile™:

1. **Register an account in a parent's name here:** https://lafayettelancers-mo.e-ppe.com

2. **Add athlete(s) to your account**

3. **Complete all relevant athlete information and forms**

   - Personal Details
   - Pre-Participation History
   - Parent Permission
   - Student Agreement
   - Concussion Materials
   - Emergency Contacts
   - Upload Physical Form (via app or desktop computer-details to come)

4. **Apply parent electronic signature**

5. **Apply athlete electronic signature**

6. **Join Appropriate Team(s)**

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.

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 student to the account and complete only their information. **Start creating your account by selecting or enter the link** https://lafayettelancers-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, <u>please do not register more than once.)</u>
3. At this point, you will also want to download the Privit app (select the one called "PRIVIT: Health Profiles") so that you can log in and A) upload your child's physical form and B) have mobile access to their records. Once you download the app, make sure you go into your child's health profile and select "Add Group", search for "Marquette" and add as your home school.
4. IMPORTANT NOTES: A) You must upload a copy of your child's PHYSICAL (clearly dated 7/1/2018 or later). Please take care that the entire form is CLEARLY VISIBLE in the upload (not cut off, sideways, upside down, etc). You may use the physical form made available on Privit or any other physical form acceptable to your physician (the Rockwood version is fine for example). If you wish to include your immunization forms that is acceptable; but please do not upload the immunization forms without the physical form. Immunization forms are NOT acceptable in place of the physical-which is a state-required document. B) You can upload the physical via a desktop computer/scan to the Privit website (see above) or via the app and your phone's camera. C) Make sure you upload your physical under document type as "completed physical". Otherwise it may be saved where it is not accessible to school personnel. D) Immunization records and any health status changes must still be on paper file with your school's nurse's office as is standard with each student regardless of whether they participate in sports/activities or not. E) If you make a mistake and upload an incorrect document…Archive the mistaken document and then upload the correct one.
5. For step-by-step help with the uploading of your child's physical:
    a. Uploading via the Privit website: https://support.privit.com/hc/en-us/articles/202350458-Managing-Uploading-Documents
    b. Uploading via the Privit phone app: https://support.privit.com/hc/en-us/articles/209921923-Using-the-Privit-Profile-iOS-iPhone-App-
    c. Do not hesitate to contact Privit by phone: 1-844-234-4357 (M-F 7am-4pm CT)
    d. Check out more help topics from Privit at: https://support.privit.com/hc/en-us

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.
   - 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 the athlete's **Name.** Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Under emergency contacts, please list the primary contact person FIRST and in all cases, list the phone number you would be most accessible as the primary listing.
3. Complete each section of the Personal Details section 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 (*).

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 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. Some documents in Step 4 also require an athlete's signature. See Step 8 below for instructions on applying an athlete's electronic signature to forms.

Step 5: Complete the Pre-Participation History sections for the athlete:
1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*).
2. Once all fields are completed, click **Submit**.
3. This document also require an athlete's signature. See Step 8 below for instructions on applying an athlete's electronic signature to forms.

Step 6: Join team(s):

1. After completing the MSHSAA smart forms, you MUST join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the team(s) your student/athlete wishes to participate throughout the school year. If you do not join a team, we will not be able from the coach/school end recognize any of the information or documents you have submitted.

Step 7: Printing Physical and History Form:

1. If you have not done so already, click on **Print Documents** from your athlete's home page.
2. Download and Print the **MSHSAA Physical Form (available on the Privit site) OR a Rockwood physical form available at** http://www.rsdmo.org/lafayette/athletics/Downloads/Physical%20Exam%20Form%20for%20Athletics-Activities.pdf **or in the activities office) and the Pre-Participation History Form (available on the Privit site)** for the athlete's physical.
3. When the Physical Form has been signed by the doctor, you may take a photo of all documents pertaining to the physical (doctor-signed and immunizations records) and download to your child's Privit files through the Privit app you added to your phone or tablet earlier in this handout. If the photo of your child's physical is on your computer hard drive via a scanning process, you may also download it through the Privit website.
4. Make sure you upload your physical under document type as "completed physical". Otherwise it may be saved where it is not accessible to school personnel. If you wish to include your immunization forms that is acceptable; but please do not upload the immunization forms without the physical form. **Immunization forms are NOT acceptable in place of the physical-which is a state-required document (and may be turned into the MHS Nurses office).**

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. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required.

Important**: 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. A staff member at the school will update the **Clearance Status**, the status is not automatically updated. If you click **Sign** next to Signed Documents, there should be **all green check marks** next to all signatures on all forms listed.

(revised 6/1/2019)