



Welcome to Privit!

Notre Dame High School has partnered with Privit, a Columbus based company, to automate the process for the management and collection of physicals and health forms. All parents that have a student athlete must complete the Privit Profile. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

The purpose of this program is to assure we are providing the best care for our student-athletes.

This document provides instructions to parents/guardians for the Privit Profile process.

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

Steps to complete with in Privit Profile. For detailed instructions for each step, please refer to pages 2-3 of this document.

1. **Register an account in a parent's name here: <https://notredamebulldogs-mo.e-ppe.com/index.jspa> or the app, Privit: Health Profiles**
2. **Add athlete(s) to your account**
3. **Complete all relevant athlete information and forms**
 - Personal Details
 - Emergency Contact
 - Parent Permission
 - Pre-Participation History (The date for the ND physical clinic is July 10)
 - Student Agreement
 - MSHSAA Concussion Materials
 - Printing Physical Examination Form/Upload completed 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 is completed and e-signatures are applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval.



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 going to:** <https://notredamebulldogs-mo.e-ppe.com/index.jspa> **or the app, Privit: Health Profile.**

1. Click **Register**
2. Please register with your name as a parent, your email address, and then 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)
3. Next, a Welcome Message should appear. Click Continue located towards the top of the message to transition to the HOME page.

Step 2: Add athlete(s) to your account

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; and this section allows you to add other family members if necessary.)

1. Click **Add Member** on the left side of the page.
2. Enter your athlete's first and last name, date of birth, and gender.
3. Then click **Add Member**.
4. You will now see your athlete listed on the home page. If you have more than one student athlete, continue to add members and you can copy the chosen data from the first member.

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. Complete each section of the Personal Details to 100% and then 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 submit your forms until this step is complete.

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 cursor on a computer or with your finger for a tablet/mobile device, create your signature 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. 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. Follow the same steps as listed for the parent electronic signature.



Step 5: Join Team(s):

1. After completing the MSHAA 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, the coach/school will not be able to recognize any of the information or documents you have submitted.

Step 6: Printing Physical and History Form/Uploading Completed Physical Form:

1. When you have completed all the documents and joined a team, you will want to print the History Form and the MSHSAA Physical Examination Form for the doctor to sign. To print the Physical Form, click **Download** located to the right of the MSHSAA Physical Examination Form. The form should now appear within a new tab. You can print the physical form to be given to the physician by selecting **Print**.
2. After your athlete's physical exam, the physician will provide you with a form (clearance form) declaring your athlete fit to play. You may use a scanner or your mobile device to upload a copy of your physical into your athlete's profile.
 - Scan or take a picture with a mobile device of the signed form.
 - From your athlete's Home page, select the **Manage Documents** button.
 - Click the **Upload Document** button in the upper right.
 - Browse to select the appropriate document to upload.
 - You may add an optional comment
 - Select **Upload**.

Located at the top of your homepage will be a status bar that will show either "Submission Complete" or "Submission Incomplete", for incomplete status, you can hover your mouse over the top of the page and it will give you a detailed list of what is still needed for profile completion. Once your file is complete it will then change your status to "Submission Complete".