



Welcome to the PRIVIT Profile for the University of Southern California Athletics

To begin the required pre-participation medical clearance process, follow the steps below to create a PRIVIT profile. This is where USC Athletics medical documents will be completed and electronically signed. **We recommend you use a PC/Laptop.** If you register through the PRIVIT Profile Mobile App: Select ADD GROUP and type in: University of Southern California (instructions on page 3).

Before starting, make sure to have the following:

- University of Southern California email address and student ID #
- Personal and Family Medical History
- Primary Health Insurance Card

Contact the PRIVIT Help Line 1-844-234-4357 or visit the [Support Desk](#) for assistance.

Step 1: Click <https://usctrojans.e-ppe.com/> or copy & paste into your browser.

Step 2: Select REGISTER. Select REGISTER and use your University of Southern California email address. Select Student/Athlete as your role. You must be 18 years of age or older.

Step 3: After the Welcome page, you'll be asked to complete a 2-factor authentication process. Once completed, click HOME in the upper left corner to go to the platform home page.

Step 4: Begin completing your GENERAL INFORMATION by selecting the blue UPDATE tab on the HOME page. Then select your team in in the JOINED TEAMS section using the UPDATE tab. Continue using the UPDATE or START tab next to each form to complete the remaining medical documents.

Creating Parent & Athlete E-Signatures: After completing the Medical History, you'll be asked to "Create New Signature". Use the computer cursor or your finger on a tablet device to create an electronic signature. Click SAVE and DONE to return to the HOME page. Click SIGN beside/underneath the form. A new screen will open with your signature. Attest then click SIGN DOCUMENT. Click DONE to return to the HOME page. Once complete, under the form in the HOME page there will be a green check mark indicating **Signed by Student-Athlete.**

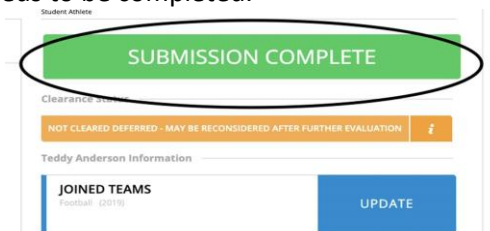
Uploading a copy of your insurance card: Scan/take a front and back photo of your insurance card, and upload to your computer. You can also use your smartphone/mobile device by entering in <https://usctrojans.e-ppe.com/> into the browser.

- LOG IN to your account.
- Click Upload Documents from your HOME screen and select "Insurance Card"

For further assistance on Uploading Documents, please click [HERE](#).

Important After required e-signatures are applied to the necessary forms, the documents will be available for a USC staff member to review. The Completion Status bar will turn green and change to **Submission Complete**. If the status bar is still orange indicating **Submission Incomplete**, hover your cursor to see what needs to be completed.

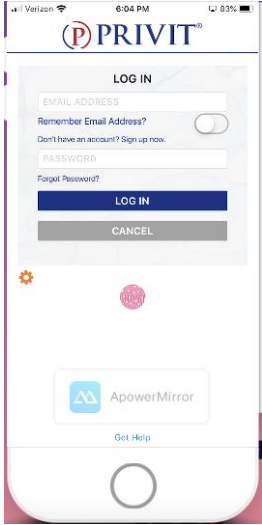
Your **Clearance Status** will be changed by a USC Sports Medicine staff member.



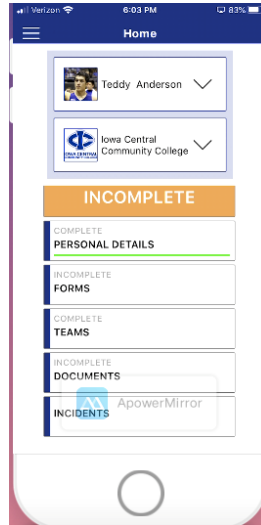


MOBILE APP INSTRUCTIONS:

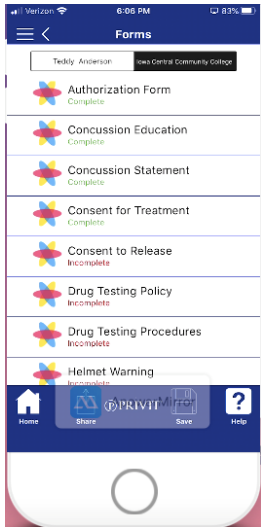
Once you have downloaded the PRIVIT app from the iTunes store or Google Play you can complete your registration. Login using your University of Southern California email and your password.



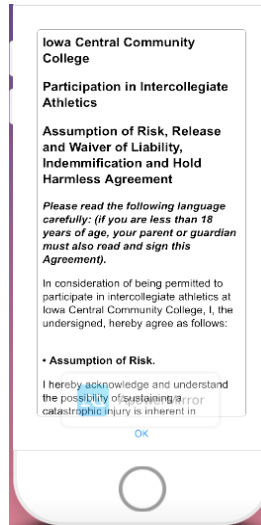
From the app home screen login using your University of Southern California email address and the password you have created for your account.



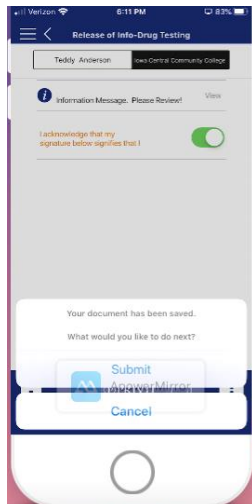
Once you have selected University of Southern California from ADD GROUP you can begin completing your profile.



Select a section to complete and you can begin your registration. The submission bar will remain orange until the profile is complete.. Once all required forms are done the bar will read submission complete and it will turn green.



Make sure to read and complete all forms. To upload your physical or insurance card select DOCUMENTS and push the (+) symbol in the upper righthand corner. Select the form and choose camera or photo library.



Once you have completed a form make sure to click that you have read and understand the submission. Choose SAVE and then click Submit. You will receive confirmation of the completion. Repeat this process for all other forms.