



Welcome to PRIVIT Profile for Rockhurst High School,

This document provides instructions to complete the necessary student registration forms and the athletic forms for your student or student-athlete. Information can be completed on your computer, tablet, mobile or any device connected to the internet. It's important to thoroughly complete all your student's information as you will continue to use this profile for their future years at the school.

Below are the items that will need to be completed within your student's PRIVIT Profile:

1. **Register with one Parent's/Guardian's name here:**
<http://rockhurstsportsmed-mo.e-ppe.com>
2. **Add student(s) to your account by selecting Add Member.**
3. **Answer the General Information Question.**
4. **If you answer NO, please complete the Non-Athlete forms.**
5. **If you answer Yes, please complete the MSHSAA Athlete registration forms**
6. **Non-Athletes – Join Non-Athlete/General Student**
7. **Athletes - Join Appropriate Team(s)**
8. **Complete all necessary forms and apply necessary Parent/Guardian and Student e-signatures:**
 - Personal Details (Complete to 100%)
 - Pre-Participation History Form ([Parent/Guardian and Student](#))
9. **Print the Pre-Participation Health History Form and the blank MSHSAA Physical & Clearance Form for student / athlete's physical – Doctor will sign this form**
10. **Upload Completed Physical Form**

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. The **Completion Status** bar on the student athlete's Home screen will turn green and indicate **Submission Complete** after all the forms have been completed properly. If the status bar is orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at the school will update the "Pending" **Clearance Status**, the status is not automatically updated.



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

For more detailed instructions on each step listed above, please refer to the instructions below.

Step 1: Register an account in the Parent/Guardian 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 <http://rockhurstsportsmed-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, email address, and create a password. **MAKE CERTAIN TO SELECT YOUR ROLE AS PARENT/GUARDIAN**. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered, DO NOT register again.)

Step 2: Add student(s) to your account:

1. On the Home page click the **Add Member** button on the left side of the page. (This will add your student 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 student's first name (and last name if different), date of birth, and gender.
 - Ignore Enable Login and then click **Add Member**. You will now see your student's name listed on the Home page.

Step 3: Join Team(s):

1. Click on your student's name and you'll be directed to their Home screen. From the Home screen you will see a tab that says **Joined Teams**. To join a team, click the blue tab next to Joined Teams and a new page will open. Check the box next to the appropriate team(s) your student plans to participate on and click **Done** at the bottom of the page when finished. ****Non-Athletes; please select Non-Athlete / General Student.***

Step 4: Complete the Personal Details section for the student or athlete:

1. Click on your student'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 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 5: Complete the remaining forms for the student or 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 pop up will appear 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** button.
3. With your cursor 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, 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 of the forms also require a student's signature. See **Step 6** below for instructions on applying a parent's and student's electronic signature to forms.

Step 6: Student Signatures:

1. From your student'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 cursor on a computer or with your finger from a tablet/mobile device, create the student's signature or initials. Check the box that you attest and then click the blue **Save** tab. You will see your student signature displayed. Select **Done** to return to the home page.
3. From the Home page, click the blue font **Student/Athlete click here to sign** again. Once you have created a student's e-signature, you will not be required to repeat this process. You will be able to apply this e-signature anywhere an e-signature is required.

Step 7: Printing Pre-Participation History Form and Blank Physical & Clearance Form:

1. A copy of the physical form can be downloaded and printed by clicking Print Documents on the home page.
2. **Only** click Print next to the **Pre-Participation History Form and the Blank Physical & Clearance Form**
3. Bring these forms to the student's required Physical Examination
4. When this form has been signed by the doctor, please upload only the **Blank Physical & Clearance Form** into your student's account

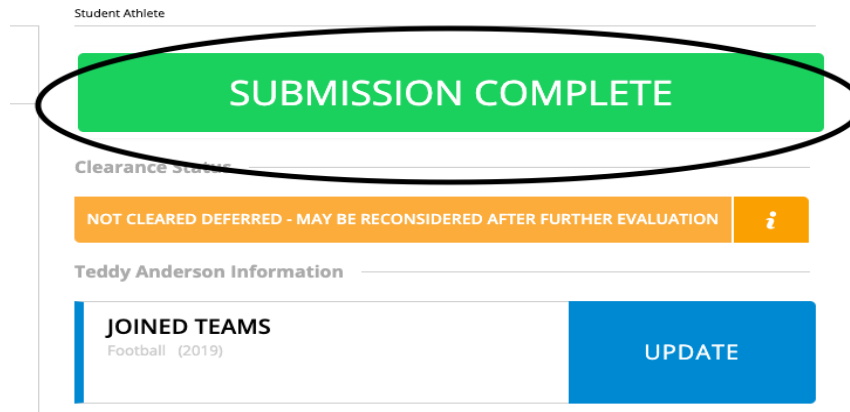
Step 8: Uploading the signed Physical & Clearance Form:

Before uploading, you will need to either take a photo of the form with your tablet or smartphone or scan the document into your computer*. If you are using a smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone) and type in the school's PRIVIT website <http://rockhurstsportsmed-mo.e-ppe.com> Then **login to your account**.

1. Click **Manage Documents** from the student's home screen. Next, click **Upload Document** near the top right.
2. Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)
3. From the drop-down next to Document Type, select **Signed Physical Form**. (Also, there is an optional ability to add a comment.)
4. Click **Upload**.
5. You should be directed back to the student's Manage Documents page. You should see the uploaded document and any other documents that have been submitted. For further assistance on uploading forms, please click [here](#).



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. The **Completion Status** bar should turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at the school will update the “Pending” **Clearance Status**, the status is not automatically updated.



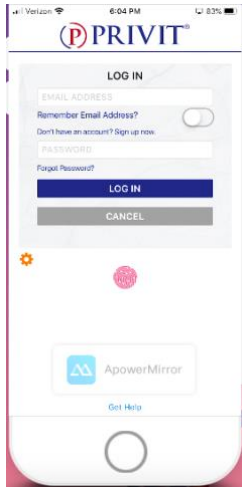
The screenshot shows a user interface for a student athlete. At the top, it says "Student Athlete". Below that is a prominent green bar with the text "SUBMISSION COMPLETE" in white, which is circled in black. Underneath the green bar is a section titled "Clearance Status" with an orange bar containing the text "NOT CLEARED DEFERRED - MAY BE RECONSIDERED AFTER FURTHER EVALUATION" and an information icon. Below that is a section titled "Teddy Anderson Information" with a sub-section "JOINED TEAMS" listing "Football (2019)" and a blue "UPDATE" button.

Once the Submission is complete, a school representative will clear the student. Any questions on clearance can be directed to your school administrators or athletic trainer.

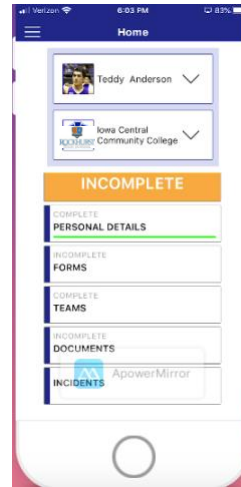


PRIVIT Profile App: PRIVIT offers a mobile app for the Parent/Guardian and the students. It's free to download for both Apple iOS devices and Android devices.
MOBILE APP INSTRUCTIONS:

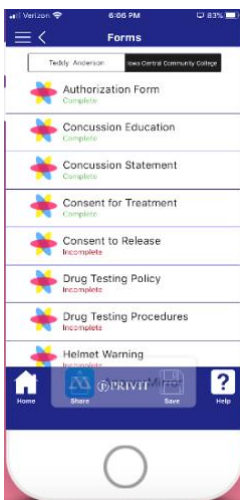
Once you have downloaded the PRIVIT app from the iTunes store or GooglePlay you can complete your registration. Login using your UC email and your password.



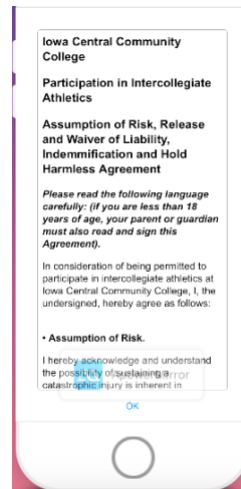
From the app home screen login using your school email address and the password you have created for your account.



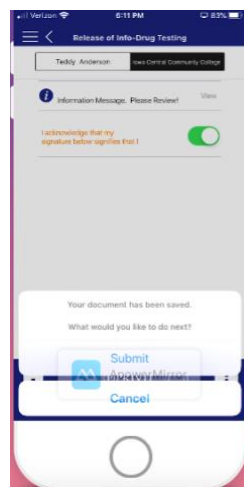
Once you have typed and selected **ROCKHURST HS** from **ADD GROUP** you can begin completing your profile.



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.