

Step by Step Registration instructions – Student Athlete & Parent Guardian

STEP 1

Navigate to the web portal and select REGISTER

St. James Academy
24505 Prairie Star Parkway
Lenexa, KS 66227

GET HELP → LANGUAGE ▾

As a Parent/Guardian for a student under the age of 19, you will register in account with your email address, then add your student into the account.

Returning Students: If you created an account for your student from a previous season, please Log In with the same email address and password.

New Students: Select Register to create a new account for your student. Make certain to select your role as **Parent/Guardian** when registering.

REGISTRATION INSTRUCTIONS - [Click Here](#)

Privit Support Desk: 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Center](#)

LOG IN REGISTER

STEP 2

If you are over 18 select the role "Student Athlete"

CREATE YOUR ACCOUNT

Enter your role*

First Name*

Last Name*

Email Address*

Phone Number*

Notice: Only North American based phone numbers are permitted at this time. Please contact our customer support to register with a non North American number. Customer Support

Password*

Confirm Password*

Password complexity requirements:
Be at least 8 characters

I have read and agree to the Terms of Use.

I'm not a robot

SIGN UP CANCEL

STEP 3

If you are registering a minor or need to provide consent, select the role "Parent/Guardian". You will be able to add as many profiles to your "Parent/Guardian" login as needed using one email login and password

CREATE YOUR ACCOUNT

Enter your role*

First Name*

Last Name*

Email Address*

Phone Number*

Notice: Only North American based phone numbers are permitted at this time. Please contact our customer support to register with a non North American number. Customer Support

Password*

Confirm Password*

Password complexity requirements:
Be at least 8 characters

I have read and agree to the Terms of Use.

I'm not a robot

SIGN UP CANCEL

STEP 4

Enter the verification code sent to the email address that you used to register

St. James Academy
24505 Prairie Star Parkway
Lenexa, KS 66227

CONFIRM EMAIL

Home / Confirm Email

CONFIRM EMAIL

Confirmation Number Sent To: StudentAthlete@gmail.com [Edit Email](#)

Enter Confirmation Number*

Note: The confirmation number email may take several minutes to receive. If you do not receive your email after 10 minutes, we suggest you double check the email address you entered and check your SPAM/Junk folders to see if the email was redirected as possible (SPAM).

If you are unable to locate the email, please call support at 844-234-4357

SUBMIT RESEND CONFIRMATION NUMBER

STEP 5

After entering your cell phone number and selecting verify (by text or voice) you will receive a verification code by the method selected

CONFIRM PHONE NUMBER

Home / Confirm Phone Number

CONFIRM PHONE NUMBER

Phone Number*

Text Voice Call

Verify

STEP 7

Once verified you will be brought to your profile home page

MICHELLE WICKERS
Parent/Guardian

Student Athlete

STUDENT ATHLETE
STUDENT

ADD STUDENT ATHLETE

PRINT PROFILE ID PRINT DOCUMENTS

SUBMISSION INCOMPLETE
[CLICK HERE FOR DETAILS](#)

Clearance Status
PENDING

Student Athlete Information

JOINED TEAMS
You have not yet joined any teams of St. James Academy. [UPDATE](#)

INCOMPLETE PERSONAL DETAILS 0% [START](#)

ST. JAMES - PRE-PARTICIPATION PHYSIC [START](#)

ST. JAMES - CONCUSSION & HEAD INJUR [START](#)

STEP 6

Enter the verification code

CONFIRM PHONE NUMBER

Home / Confirm Phone Number

CONFIRM PHONE NUMBER

Texting : (111) 222-3333

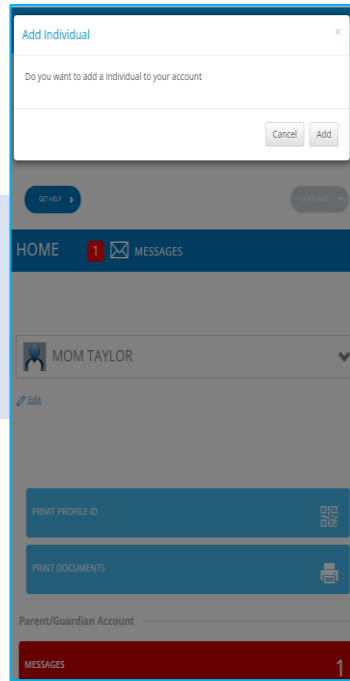
Enter Confirmation Number*

SUBMIT RESEND CONFIRMATION NUMBER

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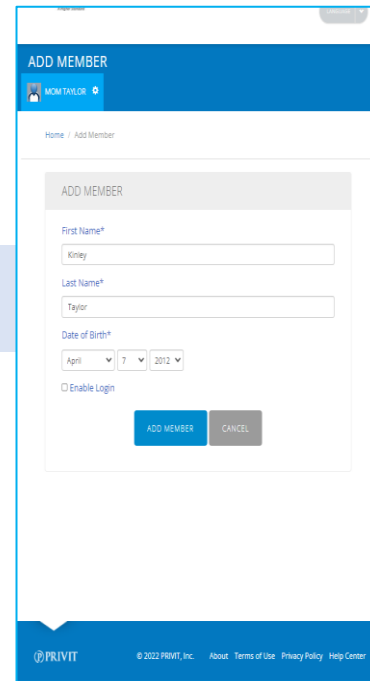
STEP 8

If you registered as a “Parent/Guardian” you will be prompted to add a member profile to your account



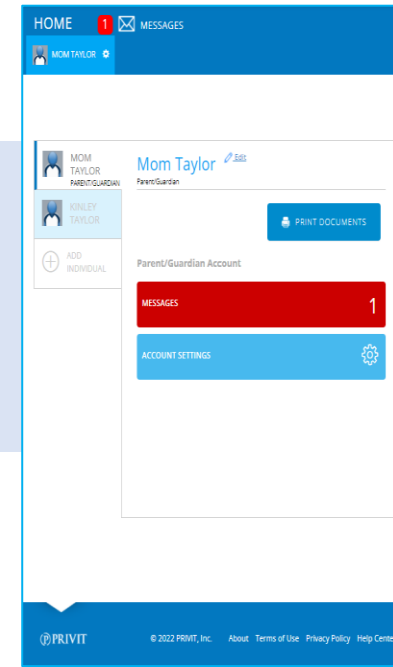
STEP 9

Fill in the requested fields, and click add member



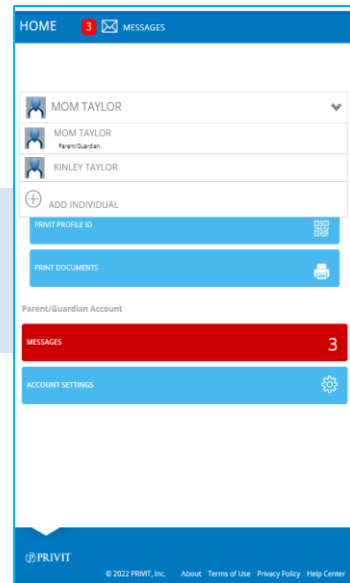
STEP 10

The Parent/Guardian home page will not have any forms to complete. Click on the Student Athlete’s account below and the required fields will appear for completion. To add additional secondary or child accounts, click the add member button on the left-hand side below the names listed



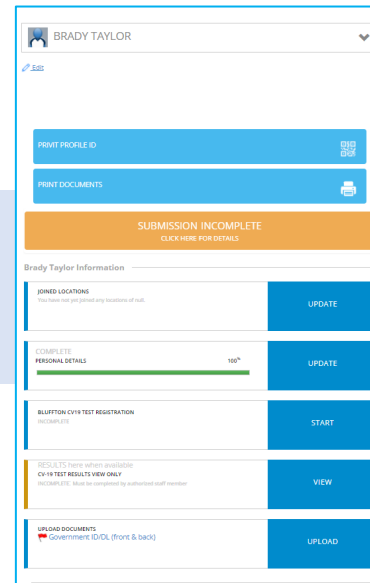
FYI

On a mobile device, the add member will be in the drop down below the parent name and the list of existing profiles within this account



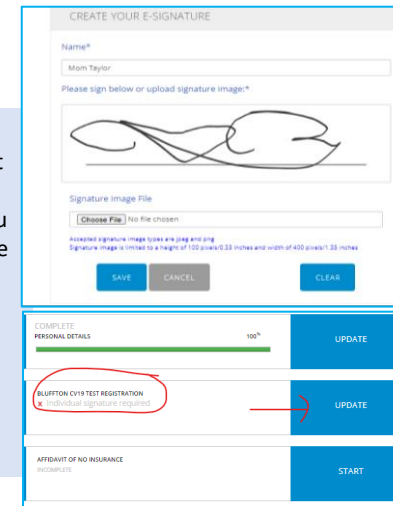
FYI

To begin completing forms, click on the tiles to the right of each listed form and complete and sign as prompted



FYI

You will be prompted to create a signature the first time you are required to sign, and once created you will be brought back to the profile home page where you will click on the form again to sign and submit the document. Once signatures are created, it will remain on file for use on future forms.



Filling out your forms and Uploading Documents to complete your PRIVIT profile

Your profile home page contains a list of forms that must be complete for registration. For those with multiple members on one account, these steps must be completed for each Student Athlete

Follow the workflow down the page to complete each step and at the end of each form, click the SUBMIT button. The system will prompt for a signature if required

Any time throughout this process you can click on the orange bar to see what still needs completion

This form bordered in ORANGE does NOT need to be completed, but will have your results to view when they are sent back from the lab

To Upload your physician exam, click **UPLOAD** and follow the prompts to upload the required documents

From your mobile device you can use your camera to take a photo or upload from an image file on your phone

Once the file(s) are listed next to the choose file button, click **UPLOAD** to add them to your profile

When you see the files or photos that you uploaded in your **MANAGE DOCUMENTS** screen, click **DONE** to return to your profile home screen

YOUR PROFILE IS NOW COMPLETE!