



Welcome to PRIVIT Pass for Longview High School COVID-19 testing program

To register your student, please visit the following web portal: lhs.e-ppe.com

We recommend you use a PC/Laptop or mobile device using a mobile browser
Contact the PRIVIT Help Line 1-844-234-4357 or visit the [Support Desk](#) for assistance.

NOTE: These instructions are ONLY for students under the age of 18 and require a Parent/Guardian to register their account.

Step 1: Click lhs.e-ppe.com or copy & paste into your browser.

Step 2: Select REGISTER. A parent/guardian is required to register an account using their name and personal email address. Select Parent/Guardian under “Enter your role*”. (If you have multiple family members or if you have already registered, do NOT register again.)

Step 3: After the Welcome page, you will 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. (See the video link on the registration page for more details on this process)

Step 4: As a Parent/Guardian, you will now add your student to the account by clicking ADD STUDENT and complete the required information.



Step 5: Select student’s grade in the JOINED TEAMS section using the UPDATE tab. Complete your student’s PERSONAL DETAILS by selecting the blue UPDATE tab on the HOME page. Continue using the UPDATE or START tab next to each form to complete the remaining documents.

NOTE: You must complete each field with a red asterisk to submit your forms.

The signed CONSENT TO TEST waiver MUST be completed prior to testing in order for your student to participate in the testing program.



Creating Parent & Student E-Signatures: After completing the REGISTRATION FORM, 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. Underneath this form on the HOME page, it now should indicate [Student click here to sign](#). Click there and have the student repeat the same process. Once complete, under the form in the HOME page there will be a green check mark indicating [Signed by Student Parent/Guardian](#) and [Signed by Student](#).

Important After required e-signatures are applied to the necessary forms, the documents will be available for testing staff 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 updated once the test has been done and results have been reported. You will see a Cleared: COVID 19 Test (Negative) status if your results are negative, and if positive, your Clearance Status will read Not Cleared: COVID 19 Test (Positive).

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

NOTE: Prior to each test, you will be required to revisit the portal to update your current symptoms checklist. When you enter the portal prior to the next test, you will see your submission status bar has returned to orange reading [SUBMISSION INCOMPLETE](#). You will NOT be allowed to do follow up testing unless this is done prior to each test and your submission status bar is green reading [SUBMISSION COMPLETE](#).