



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

To register as a Staff Member 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 Staff Members

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

Step 2: Select REGISTER. Select REGISTER and use an email address you have direct access. Select Staff Member as your role. You must be 18 years of age or older.

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: Select STAFF MEMBER in the JOINED TEAMS section using the UPDATE tab. Complete your PERSONAL DETAILS by selecting the blue UPDATE tab on the HOME page. Then 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 you to participate in the testing program.



Creating Staff Member E-Signatures: After completing the REGISTRATION FORM, you will 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 Staff Member](#).

Important After required e-signatures are applied to the necessary forms, the documents will be available for testing Staff and Longview administration 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 button with the text "SUBMISSION COMPLETE" in white, which is circled in black. Underneath this 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](#).