



Welcome to PRIVIT Profile for San Jose State University Athletics

To begin the required pre-participation medical clearance process, follow the steps below to create a PRIVIT profile. This is where SJSU Athletics medical documents will be completed and electronically signed. You may use a tablet, any mobile device, however you might find it easier to use PRIVIT the first time from a PC or Laptop.

Before starting, make sure to have the following:

- Personal and Family Medical History
- Primary Health Insurance Card

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

Step 1: Click <https://sjsuspartans.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’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. **International students who do NOT have a US based cellphone carrier, please contact the PRIVIT help desk at 1-844-234-4357 for assistance with your two factor authentication codes via text.**

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



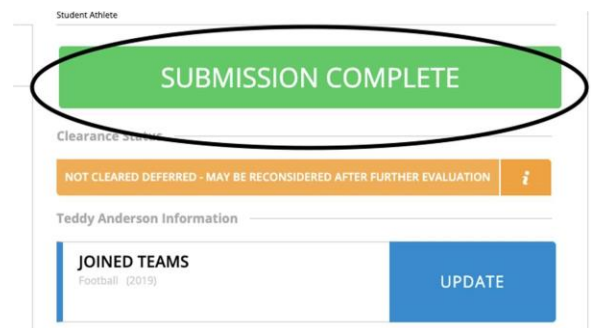
Step 5: Begin completing your student-athlete’s GENERAL INFORMATION by selecting the blue UPDATE tab on the HOME page. Then select his/her team in in the JOINED TEAMS section using the UPDATE tab. Continue using the UPDATE or START tab next to each form to complete the remaining medical documents. **These first two items are extremely important** and will dictate the rest of your workflow, so please do not skip them or your profile will not be complete!

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. Underneath this form on the HOME page, it now should indicate [Student/Athlete click here to sign](#). Click there and have the student-athlete repeat the same process. Once complete, under the form in the HOME page there will be a green check mark indicating [Signed by Student Athlete Parent/Guardian](#) and [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://sjsuspartans.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 SJSU 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. Click on it to pop up a window where you can click to go directly to any unfinished documents.



Your Clearance Status will be changed by a SJSU Sports Medicine staff member once all of your documents have been reviewed. Contact the PRIVIT Help Line 1-844-234-4357 or visit the [Support Desk](#) for assistance.