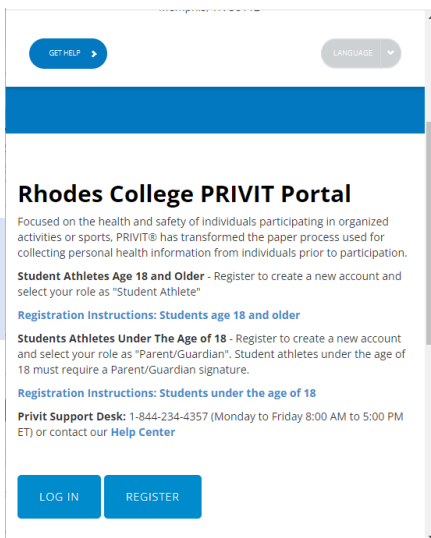


Step by Step Registration instructions – Student Athlete & Parent Guardian

STEP 1

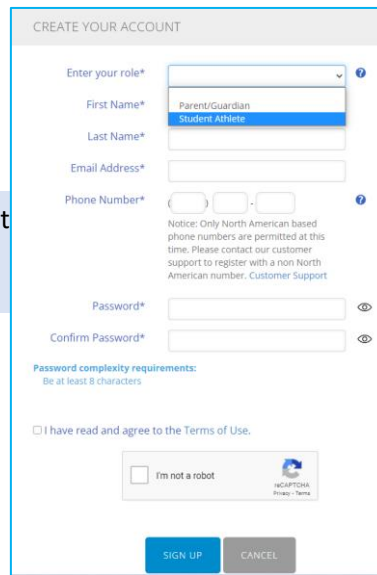
Navigate to the web portal and select REGISTER



The screenshot shows the Rhodes College PRIVIT Portal. At the top, there are links for 'GET HELP' and 'LANGUAGE'. The main heading is 'Rhodes College PRIVIT Portal'. Below this, there is a paragraph about the portal's focus on health and safety. Two registration instructions are provided: one for 'Student Athletes Age 18 and Older' and another for 'Students Athletes Under The Age of 18'. At the bottom, there are 'LOG IN' and 'REGISTER' buttons.

STEP 2

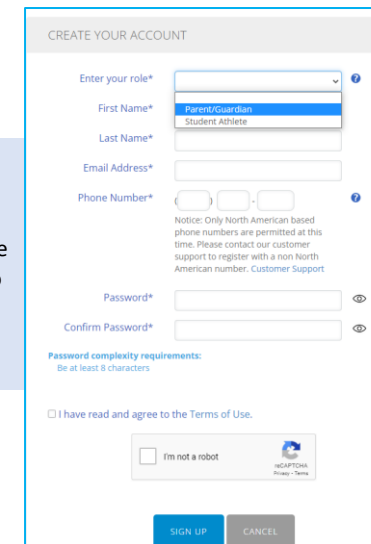
If you are over 18 select the role "Student Athlete"



The screenshot shows the 'CREATE YOUR ACCOUNT' form. The 'Enter your role*' dropdown menu is open, showing 'Parent/Guardian' and 'Student Athlete' options. The 'Student Athlete' option is highlighted. Other fields include 'First Name*', 'Last Name*', 'Email Address*', 'Phone Number*', 'Password*', and 'Confirm Password*'. There is a 'Notice' about phone numbers and a 'Password complexity requirements' section. At the bottom, there is a checkbox for 'I have read and agree to the Terms of Use.' and a 'SIGN UP' button.

STEP 3

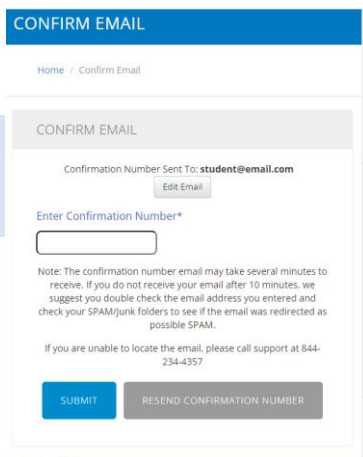
If you are registering a minor or need to provide consent, select the role "Parent/Guardian". You will be able to add as many profiles to your "Parent/Guardian" login as needed using one email login and password



The screenshot shows the 'CREATE YOUR ACCOUNT' form with the 'Parent/Guardian' role selected in the dropdown menu. The rest of the form is identical to Step 2.

STEP 4

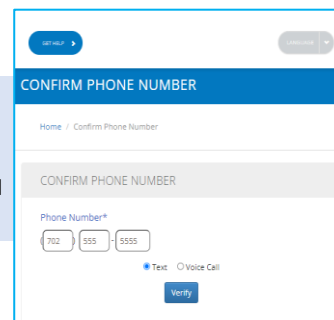
Enter the verification code sent to the email address that you used to register



The screenshot shows the 'CONFIRM EMAIL' page. It displays the 'Confirmation Number Sent To: student@email.com' and a field to 'Enter Confirmation Number*'. There is a 'SUBMIT' button and a 'RESEND CONFIRMATION NUMBER' button. A note at the bottom explains that the confirmation number email may take several minutes to arrive.

STEP 5

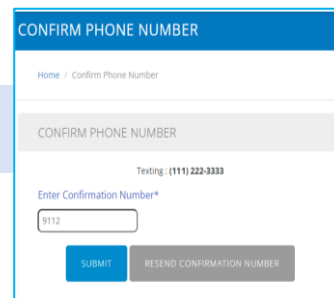
After entering your cell phone number and selecting verify (by text or voice) you will receive a verification code by the method selected



The screenshot shows the 'CONFIRM PHONE NUMBER' page. It displays the 'Phone Number*' field with a verification code '702 555 5555' and a 'Verify' button. There are radio buttons for 'Text' and 'Voice Call'.

STEP 6

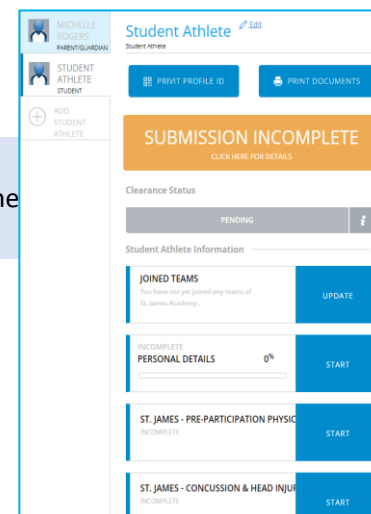
Enter the verification code



The screenshot shows the 'CONFIRM PHONE NUMBER' page with the 'Enter Confirmation Number*' field containing the code '9112'. There is a 'SUBMIT' button and a 'RESEND CONFIRMATION NUMBER' button.

STEP 7

Once verified you will be brought to your profile home page

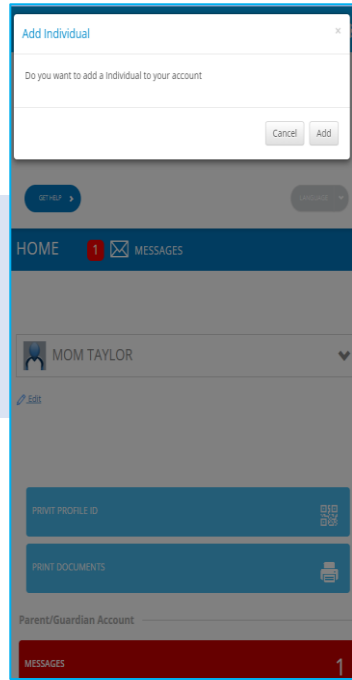


The screenshot shows the 'Student Athlete' profile home page. It displays the user's name 'MICHELLE WOODS' and role 'STUDENT ATHLETE'. There are buttons for 'PRIVIT PROFILE ID' and 'PRINT DOCUMENTS'. A prominent orange banner says 'SUBMISSION INCOMPLETE'. Below this, there are sections for 'Clearance Status' (PENDING), 'JOINED TEAMS', 'PERSONAL DETAILS', and 'ST. JAMES - PRE-PARTICIPATION PHYSIC'.

Step by Step Registration instructions – Student Athlete & Parent Guardian

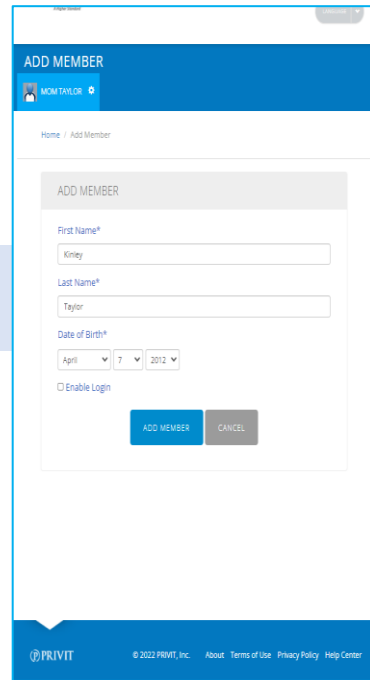
STEP 8

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



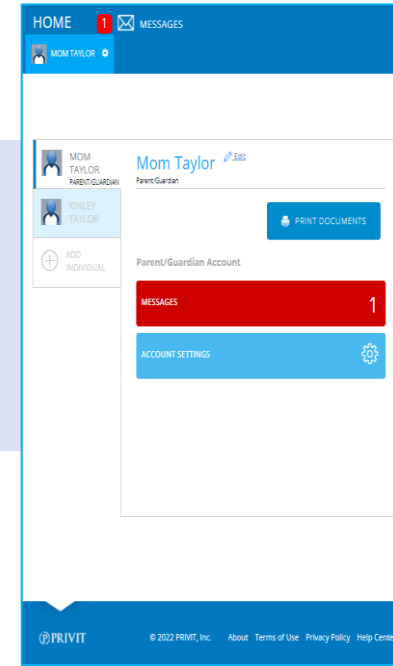
STEP 9

Fill in the requested fields, and click add member



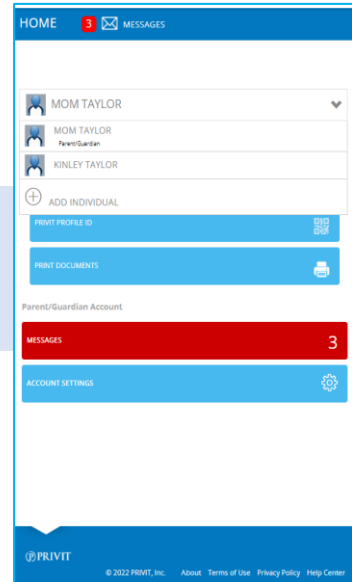
STEP 10

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



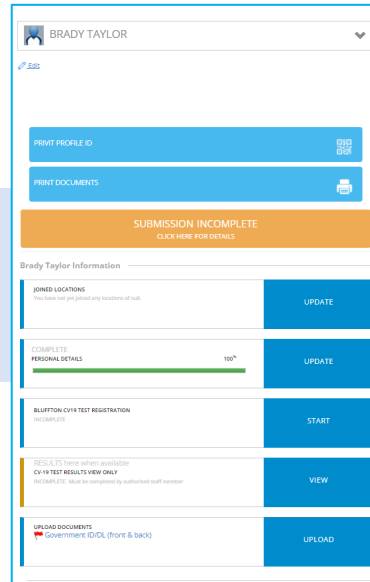
FYI

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



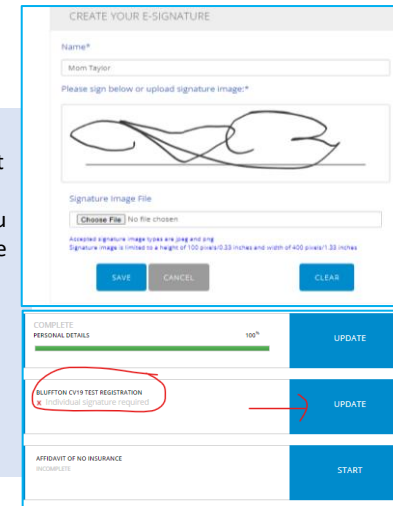
FYI

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!