



## Welcome to PRIVIT Profile for Heartland Community College Athletics,

This document provides instructions to complete the athletic forms for athletics participation at Heartland Community College. Information can be completed on your computer, tablet, mobile or any device connected to the internet. It's important to thoroughly complete all of the required information as you will continue to use this profile for your athletic participation in future years at the school.

Below are the items that will need to be completed within your PRIVIT Profile:

School Platform: <http://hcchawks.e-ppe.com>

- 1. If you are Under the age of 18, then your Parent/Guardian must register the account.**  
**\*Select Parent/Guardian from "Select Role"**
- 2. If you are Over the age of 18 select "Student/Athlete"**
- 3. Parent/Guardians can add athlete(s) to the account by selecting "Add Member".**
- 4. Join Appropriate Team(s)**
- 5. Complete all necessary athletic forms and apply necessary Parent/Guardian and Athlete e-signatures:**
  - Personal Details (Complete to 100%)
  - Pre-Participation History Form ([Parent/Guardian and Athlete e-signature required](#))
- 6. Print the Pre-Participation Health History Form and the blank NJCAA Physical & Clearance Form for student athlete's physical – Doctor will sign this form**
- 7. Upload Completed Physical Form**



Once the required information has been completed and e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. The **Completion Status** bar on the student athlete's Home screen will turn green and indicate **Submission Complete** after all the forms have been completed properly. If the status bar is orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at the school will update the "Pending" **Clearance Status**, the status is not automatically updated.

**If you need assistance, please contact the PRIVIT Help Center at 844-234-4357 or visit [www.support.privit.com](http://www.support.privit.com).**

*For more detailed instructions on each step listed above, please refer to the instructions below.*

### **OVER 18 Instructions:**

From the Landing Page click Register and select Student/Athlete as your role – (skip to step 3)

### **UNDER 18 Instructions:**

#### **Step 1: Register an account in the Parent/Guardian name:**

As a Parent/Guardian, you will register an account, then add your student athlete to the account and complete only their information. **Start creating your account by selecting or enter the link <http://hcchawks.e-ppe.com> then follow the steps below.**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, email address, and create a password. **MAKE CERTAIN TO SELECT YOUR ROLE AS PARENT/GUARDIAN**. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered, DO NOT register again.)

#### **Step 2: Add athlete(s) to your account:**

1. On the Home page click the **Add Member** button on the left side of the page. (This will add your athlete to your account. You can add as many additional family members as necessary.)
  - Click **Add Member** on the left side of the page.
  - Enter your student athlete's first name (and last name if different), date of birth, and gender.
  - Ignore Enable Login and then click **Add Member**. You will now see your student athlete's name listed on the Home page.

#### **Step 3: Join Team(s):**

1. Click on the student athlete's name and you'll be directed to their Home screen. From the Home screen you will see a tab that says **Joined Teams**. To join a team, click the blue tab next to Joined Teams and a new page will open. Check the box next to the appropriate team(s) you plan to participate on and click **Done** at the bottom of the page when finished.

#### **Step 4: Complete the Personal Details section for the student athlete:**

1. Click on your student athlete's **Name**. Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Complete each section of the Personal Details section to 100% and click **Save and Exit**.

**IMPORTANT:** In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (\*).

#### **Step 5: Complete the Pre-Participation History Form for the student athlete:**

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (\*).
2. This form will probably take 10 minutes complete. Make certain you fill it out thoroughly for this year as you will continue to update the information in the future.
3. Once all fields are completed, click **Submit**.

### **Step 6: Complete the remaining forms for the student athlete:**

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (\*). When you have finished answering this form, click **Submit**.
2. A pop up will appear to review or sign the document. Click the blue **Sign** button and you will be taken to a page to create an electronic signature. Select the blue **Create New Signature** button.
3. With your curser on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, select **Home** near the top left of the screen.
4. **Once you have created an e-signature, you will not be required to repeat this process. You will be able to apply this e-signature anywhere an e-signature is required.**
5. Some of the forms also require a parent's signature. See **Step 7** below for instructions on applying a parent's and athlete's electronic signature to forms.

### **Step 7: Student Athlete Signatures:**

1. From your student athlete's Home screen, click the blue font **Student/Athlete click here to sign** and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** button.
2. With your curser on a computer or with your finger from a tablet/mobile device, create the athlete's signature or initials. Check the box that you attest and then click the blue **Save** tab. You will see your athlete signature displayed. Select **Done** to return to the home page.
3. From the Home page, click the blue font **Student/Athlete click here to sign** again. Once you have created an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required on the forms.

### **Step 8: Printing Pre-Participation History Form and Blank Physical & Clearance Form:**

1. A copy of the physical form can be downloaded and printed by clicking Print Documents on the home page.
2. **Only** click Print next to the **Pre-Participation History Form and the Blank Physical & Clearance Form**
3. Bring these forms to the student's required Physical Examination
4. When this form has been signed by the doctor, please upload only the **Blank Physical & Clearance Form** into your student athlete's account

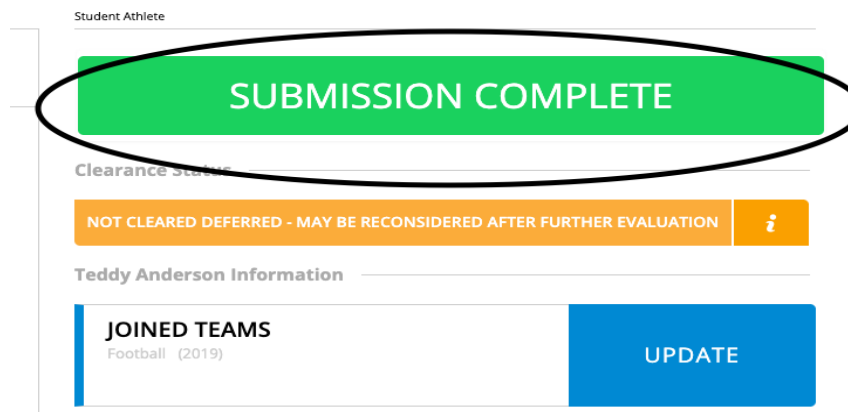
### **Step 9: Uploading the signed Physical & Clearance Form:**

Before uploading, you will need to either take a photo of the form with your tablet or smartphone or scan the document into your computer\*. If you are using a smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone) and type in the school's PRIVIT website <http://hcchawks.e-ppe.com> Then **login to your account**.

1. Click **Manage Documents** from the student athlete's home screen. Next, click **Upload Document** near the top right.
2. Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)
3. From the drop-down next to Document Type, select **Signed Physical Form**. (Also, there is an optional ability to add a comment.)
4. Click **Upload**.
5. You should be directed back to the student athlete's Manage Documents page. You should see the uploaded document and any other documents that have been submitted. For further assistance on uploading forms, please click [here](#).



**Important\*\*:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. The **Completion Status** bar should turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at the school will update the "Pending" **Clearance Status**, the status is not automatically updated.



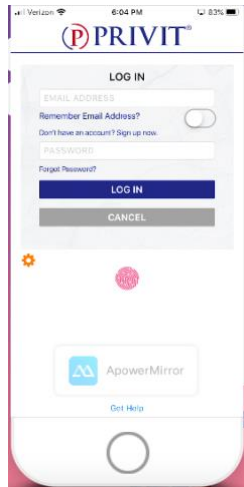
The screenshot shows a user interface for a student athlete's profile. At the top, it says "Student Athlete". Below that is a green bar with the text "SUBMISSION COMPLETE" in white, which is circled in black. Underneath is a section for "Clearance Status" with an orange bar that says "NOT CLEARED DEFERRED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



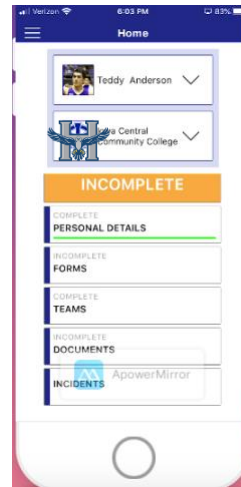
**PRIVIT Profile App:** PRIVIT offers a mobile app for the Parent/Guardian and the student athlete. It's free to download for both Apple iOS devices and Android devices.

**MOBILE APP INSTRUCTIONS:**

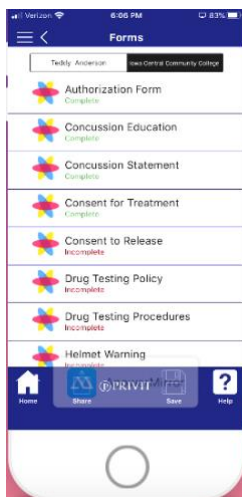
Once you have downloaded the PRIVIT app from the iTunes store or GooglePlay you can complete your registration. Login using your UC email and your password.



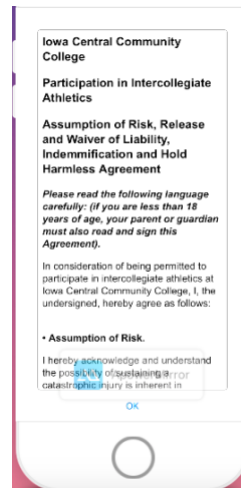
From the app home screen login using your school email address and the password you have created for your account.



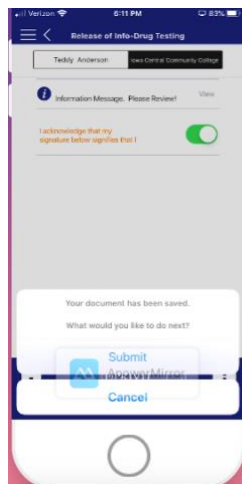
Once you have typed and selected HEARTLAND CC from **ADD GROUP** you can begin completing your profile.



Select a section to complete and you can begin your registration. The submission bar will remain **orange** until the profile is complete. Once all required forms are done the bar will read submission complete and it will turn **green**.



Make sure to read and complete all forms. To upload your physical or insurance card select **DOCUMENTS** and push the (+) symbol in the upper righthand corner. Select the form and choose camera or photo library.



Once you have completed a form make sure to click that you have read and understand the submission. Choose **SAVE** and then click Submit. You will receive confirmation of the completion. Repeat this process for all other forms.