

## Welcome to Privit Profile for St. Joan of Arc CYO Boosters

This document provides instructions to complete the athletic forms for your student athlete's participation. Information can be completed on your computer, tablet, mobile or any device connected to the internet. It's important to thoroughly complete all your student athlete's information as you will continue to use this profile for their athletic participation in future years at the school. ***More detailed instructions are listed on pages 3-6 of this document.***

Below are the items that will need to be completed within your athlete's Privit Profile:

- 1. Go to the Privit site for St. Joan of Arc CYO Boosters: <https://sja.e-ppe.com/index.jspa> Register for a new account (if you do not already have a Privit account setup from a previous year) or Login with your Parent's/Guardian's email address and the password established previously when using the St. Joan of Arc CYO Boosters site. If you do not remember your email address and/or password, click [Login](#) and then the [Forgot Password](#) feature or contact the Privit Help Center at 844-234-4357.**
- 2. Add athletes to your account (if new to Privit (or if you have an additional new athlete to add to your existing account) by clicking on the "Add Member" button under your name. If your athlete(s) are already in your account from a previous year, you may skip this step.**
- 3. Click on the athlete's name to go to the athlete's homepage. Then click on the blue [Join Teams](#) tab and join your athlete to the Appropriate Team(s)**
- 4. If establishing a new Privit account, complete or update all necessary athletic forms and apply necessary Parent/Guardian and Athlete e-signatures:**
  - Personal Details (Complete to 100%)
  - Emergency Medical Authorization ([Parent/Guardian e-signature required](#))
  - Registration Form ([Parent/Guardian e-signature required](#))
  - ODH Concussion Form ([Parent/Guardian and Athlete e-signature required](#))
  - Sudden Cardiac Arrest ([Parent/Guardian and Athlete e-signature required](#))
  - Photo Release ([Parent/Guardian e-signature required](#))

**If you submitted all forms last year and are updating your account for this year, you may review, update and sign/submit the following forms:**

- Personal Details (Complete to 100%) – If needed, update with any changes
- Emergency Medical Authorization – **Update to add your athlete's current grade level and current school (if the school has changed)**
- Registration Form- **Update to add your athlete's current grade level and current school (if the school has changed)**

5. **Scroll down and click the blue “Print Documents” button for student athlete’s physical. You may then click on and print the following form to take with you to the doctor for the physical:**
  - CYO Cleveland Blank Physical Form ([Doctor will sign this form](#))
6. **Once completed and signed by the doctor, upload the CYO Cleveland Physical Form into the student’s profile.** Before uploading, you will need to either take a photo of the form with your tablet or smartphone or scan the documents 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 St. Joan of Arc CYO Boosters Privit website: <https://sfa.e-ppe.com/index.jspa>

You may then login to your account and click on the athlete’s name to go to the athlete’s homepage. On the athlete’s homepage, scroll down and click on the blue “MANAGE DOCUMENTS” button. Then within the Manage Documents screen click on the blue “UPLOAD DOCUMENT” button near the top right to upload the completed and signed CYO Cleveland 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” or “Needs Update” **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 detailed instructions on each step listed above, please refer to the instructions below.**

### **Step 1: Register or Log in to your account as the Parent/Guardian name:**

If you've registered your account previously, click **Log In**, complete the information and move to Step 2 if adding an additional athlete, or step 3 otherwise.

If new to Privit, as a Parent/Guardian, you will register an account under your name, then add your student athlete to the account and complete only their information. **Start creating your account by selecting or enter the link <https://sja.e-ppe.com/index.jspa> 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 your 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) your student plans to participate on and click **Done** at the bottom of the page when finished.

### **Step 4: Complete the Personal Details section for the athlete if new to Privit, or for returning athletes update the Personal Details section with any changes since the previous year:**

1. Click on your student athlete's **Name**. Then begin completing or updating 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 6: Complete or Update the remaining forms for the student athlete:**

- If returning to Privit and you submitted all forms last year, you will need to update the following forms with the current grade of your athlete and the current school (if this has changed). Please click on the following forms to update and then sign/submit (once completed you may move to **Step 8**):
  - Emergency Medical Authorization – **Update to add your athlete’s current grade level and current school (if the school has changed)**
  - Registration Form- **Update to add your athlete’s current grade level and current school (if the school has changed)**
- **If new to Privit**, for each form, click **Start** to the right of the form. Complete all the fields with a red asterisk (\*). When you have finished answering the form, click **Submit**.
- 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 parent signature. Select the blue **Create New Signature** button.
- 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.
- **Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.**
- **You may now complete the forms.** After completing a form, first click the blue **“Submit”** button at the bottom of the form, followed by the blue **“Sign”** button in the pop-up that appears. You will then be shown your signature. Click the box to attest to the form contents, and then click the blue **“SIGN DOCUMENT”** button. You will then be taken to the Athlete’s **Manage Documents** screen where you can see the submitted form.
- You may then click on the word **Home** under the title bar of the Manage Documents screen to return to the athlete’s homepage, where you can complete and sign the next form, etc.

#### **The required forms are as follows:**

- Emergency Medical Authorization ([Parent/Guardian e-signature required](#))
  - Registration Form ([Parent/Guardian e-signature required](#))
  - ODH Concussion Form ([Parent/Guardian and Athlete e-signature required](#))
  - Sudden Cardiac Arrest ([Parent/Guardian and Athlete e-signature required](#))
  - Photo Release ([Parent/Guardian e-signature required](#))
- Some of the forms also require an athlete’s signature. See **Step 7** below for instructions on applying an athlete’s electronic signature to forms.

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

1. Review with your athlete the two forms requiring an athlete signature: **ODH Concussion Form, Sudden Cardiac Arrest**

2. From your student athlete's Home screen, on the **ODH Concussion Form** tab, click on the **X 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.
3. With your cursor 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. 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.
  - From the athlete's home page, next to one of the two form tabs requiring an athlete signature, click on the **X Student/Athlete click here to sign**. On the signature pop-up, click the box to attest to the form contents, and then click the blue **"SIGN DOCUMENT"** button. You will then be taken to the Athlete's **Manage Documents** screen where you can see the submitted form and the athlete's name and signature date in the far left **"SIGNED ON"** column.
  - You may then click on the word **Home** under the title bar of the Manage Documents screen to return to the athlete's homepage and sign the second form.

#### **Step 8: Printing Form to Take to the Physical:**

1. A copy of the form you need to take to the physical can be found by clicking the blue **PRINT DOCUMENTS** button toward the bottom of the athlete's home page.
2. **Only** click Print next to the **CYO Cleveland Blank Physical Form**
3. Bring the **CYO Cleveland Blank Physical Form** to the student's required Physical Examination
4. When this form has been signed by the doctor, please upload only the **CYO Blank Physical Form** into your student athlete's account (Follow Step 9 below)

#### **Step 9: Uploading the CYO Cleveland Physical Form:**

Before uploading, you will need to either take a photo of the form with your tablet or smartphone or scan the documents 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 St. Joan of Arc CYO Boosters Privit website <https://sja.e-ppe.com/index.jspa> Then **login to your account**.

1. Click the blue **MANAGE DOCUMENTS** button on the student athlete's home screen. On the next screen, 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 **Completed Physical Form**.
4. Click **Upload**.

5. You should be directed back to the student athlete's **Manage Documents** page where you can see the uploaded document and any other documents that have been submitted.
6. For further assistance on Uploading Documents, 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” or “Needs Update” **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).**



**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 (Apple Store) and Android devices (Google Play).