



Welcome to the Privit Profile for Rock Valley College Athletics

As a student athlete, you are required to gain medical clearance by the Athletics Sports Medicine Department prior to participation in your sport. To begin completing your medical eligibility, you need to register a profile online through the RVC sports medicine Privit website. This is where you will complete a thorough medical history summary and electronically sign any required RVC or NCJAA documentation. The instructions below will direct you to create an online profile that you will continue to update and use in future years as a student athlete. Follow all the steps below to complete your required medical clearance status. *(It's recommended that you complete this information from a PC or Laptop)*

**if you register through the Privit Profile App:*

-Select ADD GROUP and type in Rock Valley College

Before you start, make sure to have the following information available:

- Email Address and Password (create a password to remember in future years)
- Personal and Family Medical History
- Primary Health Insurance (Insurance Card)

If you need assistance, please contact the Privit Help Line at 1-844-234-4357 or visit our [Support Desk](#) .

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

START HERE: Click on this website link <https://goldeneagles.e-ppe.com> or enter it into your browser (Note: there is no www.)

Step 1: Register or Log in to the account as 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 the account by selecting or entering the link <https://goldeneagles.e-ppe.com> (no www.) then follow the steps below.**

- From the landing page, click **Register**.
- Please register with your name as the 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: From the [Home](#) page, scroll down to the UPDATE tab beside **JOINED TEAMS** and select the team your student-athlete will be participating on, click DONE.

Step 3: From the [Home](#) page, click the blue tab beside the **PERSONAL DETAILS** section to provide demographic information. Once all sections are complete click SAVE & EXIT. From the Home page, make sure it is indicating 100% complete in order to access the Pre-Participation History Form.

Step 4: From the [Home](#) page, click the blue tab beside the **PRE-PARTICIPATION HISTORY FORM** section to provide your medical history details. Take the time to complete every single question properly and provide as much detail regarding any information about your medical history where asked. Once every question has been completed, click SUBMIT. Then click the blue SIGN tab.

Create Parent E-Signature: As the Parent/Guardian you will create your own signature when you submit the first document. You can use the cursor on a computer or with your finger on a tablet device to create an e-signature. Click SAVE and then DONE to return to the student's Home page. From the Home page underneath or beside the form click on SIGN and a new screen will open with your e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page.

Create Student Athlete E-Signature: On the Home page under this form, it will now indicate *Student/Athlete click here to sign*. Click there and repeat the same process to create and apply your student-athlete's e-signature. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Student-Athlete*.

Step 5: From the [Home](#) page, click the blue tab beside the remaining forms below. Make certain that you review all the information and answer any required information.

- Student-Athlete Code of Conduct ([Student/Athlete e-signature required](#))
- RVC Assumption of Risk ([Student/Athlete e-signature required](#))
- Medical Authorization ([Student Athlete e-signature required](#))
- Insurance Policy & Procedure ([Student/Athlete e-signature required](#))
- Concussion Education ([Student/Athlete e-signature required](#))

Step 6: Upload a copy of your Signed Physical Exam and Insurance Card

You can do this by scanning or taking a picture of it and uploading it through your computer, or you can do it on your smartphone or mobile device by entering in:

<https://goldeneagles.e-ppe.com> into the browser on your phone. Please Login to your account again. At this point;

- Click **Upload Documents** from your [Home](#) screen and select “Signed Physical Exam”.

-Make sure you complete the Personal Details section and select the Print Documents tab to access the Blank Physical Form to print and take to the physician for completion.

- Click **Upload Documents** from your [Home](#) screen and select “Insurance Card (Front)”.
- Click **Choose File** to search and select the picture of your Insurance Card. (If you are accessing this page from a mobile device, you will be prompted to take a picture or select a photo of the document from the photo album.)
- If not already selected, click on the drop-down next to Document Type, and use the label “Insurance Card Front” - Click **Upload**.
- Repeat the same process again for “Insurance Card (Back)”
- For further assistance on Uploading Documents, please click [HERE](#).

Important:** Once the required e-signatures have been applied to the necessary forms, the signed documents will become available for the appropriate staff member to review. The **Completion Status** bar will 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.