



Welcome to the PRIVIT Profile for Regis College Athletics

As a student athlete, you are required to gain medical clearance by the Sports Medicine Department prior to participation in your sport. To begin completing your medical eligibility, you need to register a profile online through the Regis College Sports Medicine PRIVIT website. This is where you will complete a thorough medical history summary and electronically sign any required Regis College Sports Medicine 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)*

FALL STUDENT-ATHLETES must complete this process prior to JULY 1st

WINTER and SPRING STUDENT-ATHLETES must complete this process prior to AUGUST 1st

If you cannot meet these deadlines please reach out to: Ron LeClair, Assistant Athletic Director/Head Athletic Trainer (ronald.leclair@regiscollege.edu) for assistance.

Make sure to have the following information available:

- Email Address and Password (create a password you will remember)
- Personal and Family Medical History
- Primary Health Insurance Information (Insurance Card)

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

GET STARTED HERE: Click on this website link regispride.e-ppe.com or enter it into your browser (Note: there is no www.)

Returning Student Athletes Click LOG IN and use the same email address and password from last season to access your profile. **NO DUPLICATE ACCOUNTS WILL BE REVIEWED.** You may change your email address from account settings after you LOG IN with original email if needed.

New Student Athletes Click REGISTRATION to create an account with PRIVIT. Make sure you select your role as **Student Athlete** if you're 18 years of age and older.

NOTE for Student Athletes Under the age of 18: If you're a student athlete under the age of 18 you must register as a "PARENT/GUARDIAN" using their name, then add yourself as a student athlete.

- You will need to verify your email address and primary phone number when registering.
- After verifying your information, click on the blue the Home tab. This will direct you towards the Home page.



Step 1: From the [Home](#) page, click the blue tab beside the **GENERAL INFORMATION** section to select your year of participation at Regis (this may or may not be your class year, this is your number of years of participation), confirm that you are over 18 years old or that a parent/guardian is co-signing on this information.

Step 2: From the [Home](#) page, scroll down to the UPDATE tab beside **JOINED TEAMS** and select the team(s) you 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

Step 4: From the [Home](#) page, click the blue tab beside the **MEDICAL HISTORY QUESTIONNAIRE** 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.

Returning Student Athletes – Use your existing e-signature to sign and submit the forms

New Student Athletes – Follow the steps below to create an e-signature:

***Creating E-Signature:** A new message will appear, click the blue tab “Create New Signature”. You can use the cursor on a computer or with your finger on a tablet device to create an electronic signature. Click SAVE and then DONE to return to the Home page. From the Home page underneath or beside the form click on SIGN and 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 *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. After this is finished, apply your e-signature to the following documents:

- **CONCUSSION STATEMENT AND FACTS**
- **COVID-19 SCREENING**



- **ACKNOWLEDGEMENT OF INSURANCE**
- **AUTHORIZATION STATEMENTS**
- **ASSUMPTION OF RISK**
- **DRUG TESTING CONSENT**
- **PRINT DOCUMENTS – *Emergency Information***

Step 6: Printing the **Regis College Pre-Participation Exam Form**: All 1st year participants, 3rd year participants and 5th year participants must perform this step. We recommend that all student-athletes receive a physical exam yearly and you can submit on our forms if you'd like to keep us updated on your health status or if there has been a change in your status.

1. A copy of the Pre-Participation physical exam form can be downloaded and printed by clicking Print Documents on the home page or by [clicking here Regis College Pre-Participation Form](#). You can also access other forms by visiting the Regis College Sports Medicine forms webpage [here](#):
2. Print the [Regis College Pre-Participation Form](#)
3. Answer the questions on the first two pages and bring all of these forms to your required Physical Examination or Doctor's Appointment. (If you've already had a physical you should fill these forms out and forward to your physician for review and signatures as well as any additional examination/testing that may be needed.)
4. When you've been examined and these forms have been reviewed and signed by the doctor, please upload the **Signed Regis College Pre-Participation Form** into your account under the Upload Documents section from your Home screen by selecting "Physical .

****PLEASE NOTE - No other forms will be accepted as proof of a pre-participation physical exam for Sports Medicine Clearance purposes. The NCAA requires that ALL student-athletes participating in their first year must have a physical exam within 6 months of sport start date, this applies to all first year and all transfer student-athletes****

Step 7: Uploading the **Signed Regis College Pre-Participation Form**, a copy of your **Insurance Card (Front & Back)**, **Sickle Cell test results (1st yr or transfer students)** and proof of **COVID-19 vaccination**.



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 and type in the school's Privit website regispride.e-ppe.com Then login to your account.

1. From the [Home](#) screen underneath **UPLOAD DOCUMENTS**, click on [Signed Physical Exam](#)
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. After you have chosen the document, Click on the blue **Upload** tab.
4. You will 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.
5. Repeat this same process for uploading a copy of the [Insurance Card \(Front & Back\)](#), [Sickle Cell test results](#), [Covid-19 vaccination](#) and [NCAA exemption forms if necessary](#).

For further assistance on uploading forms, please click [here](#).

Important:** Once the required e-signatures have been applied to the necessary forms and the required documents have been uploaded into your profile, 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. Please reach out to the Regis College Sports Medicine staff directly for review once completed.

