



Welcome to the Privit Profile for Springfield H.S.,

As a parent/guardian, you are going to register an account then add your student to the account and complete only their information. As part of registration, it is required that the following information is completed prior to the student's participation. Please take the time to thoroughly complete the information within your student's profile as you will continue to use this account in future years. We encourage that you update any health information that may change on your student during the school year.

These specific instructions are designed for the parent/guardian to complete student athlete forms. Complete all the information on the student's Home screen until the completion status bar changes from orange to green and indicates "Submission Complete".

- Join Your Student to their Team
- Personal Details
- MSHSL COVID Form
- Eligibility List
- MSHSL Eligibility Brochure
- MSHSL Sports Qualifying Physical Form
- Upload physician signed MSHSL Physical Exam Form (*completed every 2 years*)

**For any extra questions or concerns regarding registration please contact the Privit Help Centre
1- 844- 234- HELP (4357) Mon - Fri 8:00 AM - 5:00 PM ET**

Step 1: Click on this website link springfieldtigers-mn.e-ppe.com or enter it into your browser (Note: there is no www.)

Returning Students - If you have already created an account for your student, click LOG IN and use the same email and password from the previous season. Once you log in, select your student's name to access their Home page.

New Students – Click the blue REGISTRATION tab to create an account with Privit. As a Parent/Guardian for a student, you will select your role as Parent/Guardian

- When registering for the first time, you will be required to verify both your email address and primary phone number
- You will then be directed towards the Parent/Guardian [Home](#) page. On the left underneath your name click on "Add Member". A new page will open where you can complete your student's information.
- You'll be taken back to the [Home](#) page once this section is complete.
- Be sure that your student's name is below your name on the [Home](#) page. Click on the student's name and a new [Home](#) page will appear with information to complete on the student.



Step 2: From the student's Home page, select the UPDATE tab beside **JOINED TEAMS** and select the team or class your student will participate on, then click Done. If your student decides to try out or participate for another team during the season, simply log back in at any time during the school year and check the box beside the team or class to apply the required forms for participation.

Step 3: From the student's Home page, click the blue START or UPDATE tab beside the **PERSONAL DETAILS** section to provide demographic information. Once you have updated or completed all 3 sections, click SAVE & EXIT. From the Home page, **make sure it is indicating 100% complete.**

Step 4: From the student's Home page, select the blue START or UPDATE tab beside **MSHSL - COVID FORM**. Complete or update any health information on your student. After you've completed all the required information, click SUBMIT. Then click the blue SIGN tab.

Returning Students – As a Parent/Guardian with an existing account, you should have already created an e-signature. Simply apply your signature to the form. Click DONE to return to the student's Home page. Underneath this form there should be a green check mark indicating *Signed by Parent/Guardian* and *Student/Athlete*

New Students - A new message will appear, select 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 e-signature. Click SAVE and then DONE to return to the Home page. From the Home page underneath or beside the form click SIGN and a new screen will open with your e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page. Underneath this form there should be a green check mark indicating *Signed by Parent/Guardian* and *Student/Athlete*

***Please remember to log in and update any medical information that changes on your student during the calendar school year.**

Step 6: From the student's Home page, select the START or CONTINUE tab beside the forms listed below:

- Eligibility List – (*Parent/Guardian and Student/Athlete e-signature required*)
- SIGN DOCUMENTS (MSHSL Eligibility Brochure) – (*Parent/Guardian and Student/Athlete e-signature required*)
- SIGN DOCUMENTS (MSHSL Sports Qualifying Physical Form) – (*Parent/Guardian and Student/Athlete e-signature required*)

Step 7: Completion of the Physical by a doctor is required once every three years by the MSHSL, and the active physical must be on file during the school year in order to participate in athletics. If your student requires a new physical this year, follow the steps below by clicking on **PRINT DOCUMENTS** for your doctor for completion (and then move on to Step 8):



A copy of the forms you need print can be found by clicking the blue **PRINT DOCUMENTS** tab on the student's home page.

1. Only click Print next to the **MSHSL Sports Qualifying Physical Form**.
2. Bring the **MSHSL Sports Qualifying Physical Form** to the student's required physical exam appointment.
3. When this form has been signed by the doctor, please upload only the **Signed Physical Exam** into your student athlete's account **OR** you can hand it into the Athletics Office (Follow Step 8 below)

MSHSL Sports Qualifying Physical Form If you have uploaded a physical to Privit in the last two years, you may follow the steps below to Restore the physical file to your athlete's profile. If you have submitted a paper physical to the Athletic Director or office in the last two years, you may ignore this step, and you have now completed your work in Privit for the school year.

Step 8: Uploading Completed Physical Form (Required for Student Athletes Every 2 Years)

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 springfieldtigers-mn.e-ppe.com (Note no www.) Then login to your account.

1. From the student's Home screen underneath **UPLOAD DOCUMENTS**, click on *Completed Physical Form (Signed)*
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.

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.



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