

Welcome to Privit Profile for St. Clair College Athletics,
This document provides instructions to log into your account

Step 1: Click on this website link <http://stclairsaints.e-ppe.com/> or enter it into your browser (Note: there is no www.)

New Staff Members – An account has been created for you, use the blue "Log In" tab. This season, you would have received an email notice from Privit with your account information. Use your email address and the temporary password of 1234567a to login in with at first. You will then be asked to change the password to something of your liking. (Password must at least 8 characters and include both letters and numbers).

Returning Staff Members - use your email and password previously set.

Step 2: Once you have logged in or completed updating your password, you will be taken to the Home page. Every single time you log in through <http://stclairsaints.e-ppe.com/> you will be directed towards this page.

Step 3: From the Home page, scroll down to the UPDATE tab beside JOINED TEAMS and select the team Coaches & Staff, click done (Note: Do not join the sport specific teams you are working with, these are reserved for Student/Athletes)

Step 4: From the Home page, click the START tab beside CCAA COACHES CONSENT FORM. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page.

Creating a Signature:

- 1) From your Home screen, click the blue font **Staff click here to sign** and you will be taken to a page to create an electronic 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 signature or initials. Check the box that you attest and then click the blue Save tab. You will see your signature displayed. Select Done to return to the home page.
- 3) From the Home page, click the blue font **Staff click here to sign** again. 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 on the forms.

Step 5: Complete the required forms:

- CCAA COACHES CONSENT FORM
- OCAA COACH CONCUSSION FORM
- CCAA COURSE REQUIREMENTS
- ATHLETE SUPPORT PERSONNEL CCES

Step 6: Upload Documents

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 stclairsaints.e-ppe.comppe.com (There is no www.) into the browser on your phone. Log in to your account again.

- 1) Click Upload Documents from your Home screen.
- 2) Click Choose File. (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.)

- 3) If not already selected, click on the drop-down next to Document Type, and use the correct label.
- 4) Click Upload.

- **Required uploads.**

- UCCMAS 101 Sport Integrity Course
- Anti-Racism
- Anti-Doping 2026 Sport Integrity Course (all coaches except Football, Baseball, and Softball)

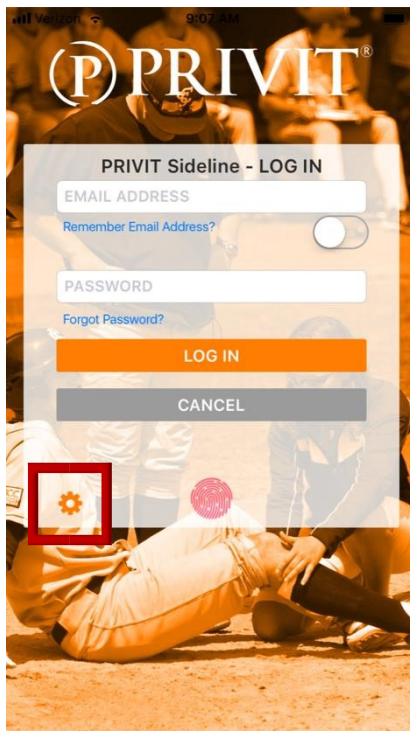
Step 7: From the Home page scroll down and select the blue MANAGE TEAMS tab. This will allow you access and monitor who has completed all their information. When you click on MANAGE TEAMS your team will appear. Click on the Members tab to the right of your respective team and a list of players on the team will appear who have completed and joined. Select the 3 vertical dots to the far right of the player and click on Athlete Profile to get a snap shot of their profile. Within the Documents section in each student athlete's profile, you can view and access the required documents that student athletes need to complete.

How To Run a Completion Report: Click [here](#) to learn how you can run a report to see a complete overview of the required information your team is supposed to submit.

Step 8: Privit Sideline App – All team therapists can print their team's Emergency

Information Forms if you'd prefer a hard copy version. Privit has introduced an App designed for team medical personnel to have convenient mobile access to this information. The Privit Sideline App is free to download on both Apple iOS devices in the App store and Android devices in Google Play.

Once you have downloaded the Sideline App Follow These Steps Below:



Apple iOS Device: Go to the Privit Sideline App on your phone and you'll be directed towards the log in page. Before you log in though you must click on the orange wrench symbol (⚙️) in the bottom left of the Log In screen. Change the Cloud setting to Zone 2. Once you've changed the cloud setting go back to your phone's Home screen and double tap the Home screen button, then close the Privit Sideline app by swiping up. Now go to the Privit Sideline App on your phone and log in with the same email and password you created for the web version.

Android Device: Go to the Privit Sideline App on your phone and open it up. When you open the App, you'll be directed towards the Log In page. Before you Log In, within the bottom left corner click on the orange gear symbol (⚙️). Within the settings change the Cloud setting to Zone 2. Once you've changed the cloud setting go back to your phone's Home screen, then hold down the Home screen button so all the open apps appear, then close the Privit Sideline App by swiping to the right or left. Now go to the Privit Sideline App on your phone and log in with the same email and password you created for the web version.

If you have any questions or issues, please contact the Privit Support Desk
Privit Support: 1- 844- 234- 4357 available Monday – Friday 8:00 AM - 5:00 PM (ET)
[Support](#)