



Welcome to the St. Clair College Athletics Privit Health Profile,

To gain clearance status through the athletic department at the beginning of every season, student athletes must submit their medical history information and electronically sign all the required documents prior to participation. It is recommended that you **complete all your registration** from a computer or laptop. *(Complete all the information on your Home screen until the completion status bar turns from orange to green and indicates SUBMISSION COMPLETE)*

Privit Support Desk: 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Center](#)

Before you start, make sure you have the following information on hand:

- Email Address and Password (if you previously created an account)
- Up to date Medical Information (injuries, medications, immunizations)
- Provincial Health Card #
- St. Clair College Student #

Step 1: To get started, click on this website stclairsaints.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.

New Student Athletes - Click REGISTRATION to create an account with Privit. Make sure you select your role as Student Athlete.

Step 2: From the [Home](#) page, scroll down to the UPDATE tab beside **JOINED TEAMS** and check the box beside the team you participate on, click DONE

Step 3: From the [Home](#) page, click the START or UPDATE tab beside **PERSONAL DETAILS**. Complete or update any required information. (Section 2 Primary Insurance, select "Provincial Health Card #) Once all 4 sections are complete click SAVE & EXIT. From the [Home](#) page, **make sure it is indicating 100% complete in order to access the E-PPE questionnaire.**

Step 4: From the [Home](#) page, click the START or UPDATE tab beside the **E-PPE QUESTIONNAIRE**. Update or provide your medical history information. Complete all 17 sections then SAVE & EXIT. **Make sure it is indicating 100% complete on the Home page.** **Returning student athletes, make sure to update any medical information that may have changed since the beginning of last season.*



Step 5: From the [Home](#) page, click the blue tab beside **CONSENT TO TREAT**. Review all the required information. Once you are finished, click SUBMIT. Then click the blue SIGN tab.

Returning Student Athletes – Your e-signature will appear. Attest then click SIGN DOCUMENT. Click DONE to return to the [Home](#) page. On the Home page under this form, there will be a green check mark indicating *Signed by Student/Athlete*. If you didn't create an e-signature last season, refer to the instructions below for *New Student Athletes*.

New Student Athletes - 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. On 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. On the Home page under this form, there will be a green check mark indicating *Signed by Student/Athlete*.

Step 06: From the [Home](#) page, click the blue SIGN tab beside **SIGN DOCUMENTS**. A new page will open with a list of reports. Underneath *Privit Profile Medical History Summary* select the blue highlighted [Student/Athlete click here to sign](#). Apply your e-signature to the document. Click DONE to return to the Home page. ***You are not required to print out any forms.**



Important:** Once the required e-signatures have been applied to the necessary forms, the documents will become available 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 within the Athletic Department will update the "Pending" or "Needs Update" **Clearance Status** after they've reviewed the student athlete's documentation.