



**COMPLETION NOTE:** 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 appropriate staff member will manually update the **Clearance Status** for the athlete when they have reviewed the information and when you have turned in the physical form to the school.

For detailed instructions for each step listed above, please see below.

**If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit [www.support.privit.com](http://www.support.privit.com).**

### **Step 1: Register a Parent Account.**

**As a parent/guardian, you are going to register an account in your name**, then add your athlete to the account and complete your athlete's information. **Start creating your account by selecting or enter the link <https://wapakonetedskins-oh.e-ppe.com> then follow the steps below.**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again and please refer to #5 below.)
3. Next, a Welcome Message should appear. Click **Continue** located towards the top of the message. Then you will be taken to the HOME page.
4. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your athlete to your account; and this section allows you to add other family members if necessary.)
  - Enter your athlete's first name (and last name if different), date of birth, and gender.
  - In addition, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete **MUST** be different than the email address you registered with) and create a password. (Enabling a login will allow the athlete to e-sign documents later in the process). The click **Add Member**.
  - You should be directed to a Copy Data page. Please select the grey **Cancel** tab at the bottom and you will be taken back to the Home page.
  - You will now see your athlete listed under members. Please click on your athlete's **Name**.

### **Step 2: Complete all required forms for your athlete**

1. From your athlete's profile, begin completing the Personal Details by clicking the **Start** button to the right of Personal Details. Complete each section of the Personal Details section to 100% and click **Save and Exit**.
2. When the Personal Details are 100% complete, click **Start** to the right of the e-PPE Questionnaire. Complete all components of the e-PPE questionnaire and Click **Next** when finished with a section. We recommend completing the questionnaire all together at once. You are able to click the **Save and Exit** button (Located at the bottom of each page in the questionnaire) to allow you to finish at a later date if needed. Complete all the sections to 100% and click **Save and Exit**.

**IMPORTANT:** In order for the Personal Details and e-PPE questionnaire to be 100% complete, you will need to answer all mandatory questions, marked with a red asterisk (\*). You **will not** be able to move on until this step is complete.

### **Step 3: Apply Parent Electronic Signature:**

1. Click **Start** to the right of HIPAA Authorization Form. When you have finished the HIPAA Authorization Form, click **Submit** near the end of the form.
  - a. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** tab.
  - b. With your curser on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
  - c. Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature to all forms that require a parent e-signature.
2. From your athlete's home page, click on **Start** to the right of ODH Concussion Form. Complete the ODH Concussion Form and click **Submit** when you have finished. Then you will be able to apply your parent e-signature to the form. You will then be directed to the Manage Documents page, you will want to select **Home** near the top left to be directed back to Home page.
3. Click **Start** to the right of OHSAA Authorization Form. Complete the OHSAA Authorization Form and click **Submit**. Then you will be able to apply your parent e-signature to the form. Next click **Home** in the top left to be directed back to your Home page.
4. Follow the same procedure as in #3 for the Athletic Emergency, Training Code, Medical Information Release, and Drug Testing Policy forms.

**IMPORTANT:** The [HIPPA Authorization](#), [ODH Concussion](#), and [OHSAA Eligibility Statement](#) forms require an athlete e-signature. For instructions on athlete e-signature, [please see the instructions below for creating an athlete e-signature](#). Next click **Home** in the top left to be directed back to your Home page.

#### **Step 4: Join Team(s)**

1. After completing the forms, you **MUST** join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the team(s) your athlete will be participating throughout the school year.

**IMPORTANT:** You **cannot** skip this step as it is critical for you to be able to print your physical form. In addition, your athlete's coaches and athletic trainers will be able to review clearance status, emergency contact information, and see your athlete on the team roster.

#### **Step 5: Print the Physical Examination Form and Privit Profile Medical History Summary Forms.**

1. When you have completed all the smart forms on your athlete's home page and have joined a team, you will want to print the [Physical Examination Form](#) (for the doctor to sign) and [Privit Profile Medical History Summary](#) for the doctor to review.
2. From your athlete's home page, click **Print Documents**.
3. To print the Physical and Medical History Summary, click **Download** to the right of the [Physical Examination Form and Medical History Summary](#), each form should appear within a new tab. You can print the forms by right clicking on the form and selecting Print.
  - When the Physical Form has been signed by the doctor, either turn it in to the appropriate staff member or upload the Physical to your athlete's profile. It is **not** required to turn in or upload the medical history summary. For uploading instructions, please see [Uploading Physical Form](#) below on this document.

#### **Step 6: Creating and Applying Athlete E-Signature:**

1. First, you will want to be certain you have enabled a login for your athlete, so select Manage Account from the home page.
2. From the Manage Account Screen, select Manage Family Accounts.
3. From the family member drop down, select your athlete and check the box that says **Enable Login**. (If there is an email address already listed next to Current Email, please skip to step number 6)
4. Please type in an email address for your athlete (different from the email address that was used to register) and create a password. Then click **Submit**.
5. Next, select the name in the top right corner with the circle symbol and from the drop down, select **Log Out**.
6. Then click **Login** and login with the email address and password that was just created for your athlete.
7. After logging in as the athlete, select Manage Documents from the home page. Then click Sign Document where an athlete e-signature is required.
  - a. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** tab.
  - b. With your curser on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials then click the blue **Save** tab. You will see your athlete signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
  - c. Once you have created an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere a athlete e-signature is required.

#### **Uploading Physical Form:**

- Return to your student/athlete's Privit Profile by entering the link <https://wapakonetareskins-oh.e-ppe.com> and login with your email address and password for your account.
- From the home page, click on your student/athlete's **Name**. On your student/athlete's profile, scroll down and click the blue icon labeled **Manage Documents**.
- Click **Upload Document** to upload a document to your athlete's profile.
- Click **Choose File** to select your document from your computer. (The document you select to upload must be in a .PDF, .JPG, .GIF, or .PNG format or it will not upload.) **\*\*NOTE\*\*** Clicking **Choose File** on a mobile device or tablet will open up your device's camera, prompting you to either choose a photo from your library to upload or take a new picture to upload.
- Click **Document Type**, and select the appropriate document type.
- When you are ready to upload your document, click **Upload**.
- You will be directed back to your Manage Documents page and you will see your document has been successfully uploaded.
- **\*\*Please be certain you are uploading the physical form in your athlete's profile, not the parent profile.**

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