

**Blue Springs South High School**  
**2017/2018 Privit Tips (from a parent)**

Use the district's guidance located at <http://bssjaguars.com/hq/privit-information/> as well as the helpful tips below to navigate the process. If you have questions, feel free to contact the activities office at 816-224-1315.

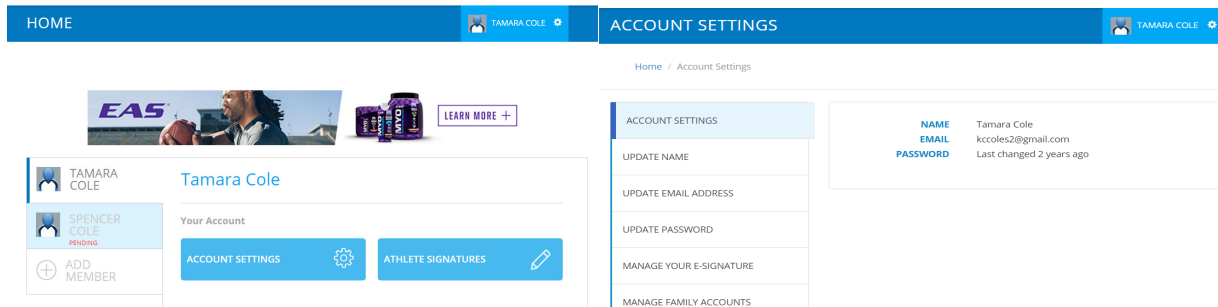
General Helpful Tips Before You Begin:

- Be sure you have the username and password of both the PARENT account as well as the STUDENT account. This is the third year that Privit is being used so most parents should already have both accounts created.
- You can save, leave and return to Privit at any time. Your information is saved throughout the process.
- Signatures – if you have a mouse, you can click on Account Settings, Manage your E-Signature, and then you can create your e-signatures. This has to be done separately under the Parent Log In and then the Student Log In. You cannot create a student E-Signature while signed in to the Parent's account.
- If your student does NOT have their physical yet, complete the E-PPE tab (medical information) in Privit (see steps below), then go to Print Documents and print/download TWO forms:
  - Medical History Form (represents page 1 of the manual MSHSAA form)
  - MSHSAA Physical Examination Form (represents page 2 of the manual MSHSAA form). This is the form the physician will complete sign and the only page that needs to be uploaded to Privit once completed.
- If your student DOES have their physical, scan it and upload it. Click on Manage Documents, Upload Document. You only need to upload the Physical Examination Page. All other signature parts of the manual/paper 4 page MSHSAA form are done electronically through the Privit software/steps.
- When you complete the process, if you see "Clearance Status" and then "Pending" at the top of either the Parent Account or the Student's Account – don't be worried. I contacted the office last year and they indicated that as long as all steps had been completed and the Submission Complete appeared, everything was good.

Website – <https://bluespringsouthjaguars-mo.e-ppe.com>

**PARENT ACCOUNT**

I signed on to my Parent Account and the first screen was a Terms of Use. Clicked "I Agree". From here, clicked on my Profile/Name, then Account Settings and then on each of the subsequent Menu Items in the left column and made sure everything was correct.



## STUDENT'S INFORMATION

I think clicked on my student's name/profile and noted that some things now said "Incomplete". I also noted that although the third box was titled "Parent Meeting 2016", when I clicked on "Continue" for that item – the title at the top said "Parent Meeting 2017-2018".

With this quick observation, I decided to start from the top and go through each menu item to make sure all information was correct and updated even though some (Personal Details and E-PPE Questionnaire) said they were 100% complete. Here are a few notes:

Personal Details – includes health insurance and dental insurance information.

E-PPE Questionnaire – includes medical information such as prescriptions, injuries, etc. This populates the medical history document that you can print and take to your physician. This is in place of manually completing page one of the Physical Form.

If you DON'T have your physical completed yet, complete this section, click on Print Documents at the bottom of the home page and print/download the Medical History Summary. You will also need to Download the MSHSAA Physical Examination Form (from the Print Documents menu). This is the page the physician will complete and that you will need to upload to Privit once it is signed/dated.

All others (who have already obtained their physical), complete this section and click Done.

Parent Meeting 2016 – when I clicked on this item, the heading said parent Meeting 2017-18, but the video title was "Parent Meeting Video – Mark Bubalo – 2016". I am assuming they are using the same video, but you are REQUIRED to view it each year. Watch the video, click submit and then electronically sign the document.

I was then taken to the Manage Documents Page which had a Parentmeeteing.pdf (the document I just electronically signed) in the Active tab. Just click Done. The Parent Meeting now has a green checkmark just under the heading showing that it has been completed. This process of Submitting, E-Signature, Document automatically uploaded is repeated for several subsequent sections.

### MSHSAA Parent Permission

Read/scroll through and make sure insurance is correct (changes DID carry over from the previous tabs). Submit, Sign. Again, document is now in the Active Folder of the Manage Documents. On this screen, just clicked Done to return to main menu.

### MSHSAA Student Agreement

Read/scroll through. Click Submit, then click Sign and your student's signature should appear (if you have already loaded the electronic signatures). Click Sign Document. Again, document is now in the Active Folder of the Manage Documents. On this screen, just clicked Done to return to main menu.

### MSHSAA Concussion Materials

Review literature, Submit, Sign. Again, document is now in the Active Folder of the Manage Documents. On this screen, just clicked Done to return to main menu.

I noticed that when I returned to the main menu, underneath this heading was a green checkmark where the parent had completed. But a red x that said "click here for student/athlete signature". I clicked on the link which brought up the screen for the student/athlete to sign. Click on Sign and student/athlete could now complete their signature. Again, document is now in the Active Folder of the Manage Documents. On this screen, just clicked Done to return to main menu.

### Joined Teams

It appears this page hasn't been updated yet as all of the Teams still had a year of 2016-2017. I scrolled to the bottom and clicked Done.

### Sign Documents

It appeared everything had been signed/submitted. However, if there is anything with a red X, be sure to review/finish that section. Clicked Done.

### Finishing up the PARENT Login Process

At the top of the screen, it now said "Submission Complete". I logged out.

## **STUDENT'S ACCOUNT**

Just to make sure things were complete, I logged in to my Student/Athlete's account. It opened with the same Terms page so I read (scrolled to the bottom) and clicked I Agree.

It also said "Submission Complete" in green across the top, so it appeared we were all good!

Hopefully this will help navigate the process. Although it was a bit painful during the initial set up, this year was quite simple. Having the personal and medical history carry over from year to year is GREAT.

If you have any questions, the bssd.net website says to contact the activities office at 816-224-1315.