

### **Welcome to Privit Profile!**

This document provides instructions to students, athletes, parents and/or guardians on completing the Privit Profile process, which is currently used to store all documents for participation in athletics and activities in the Blue Springs School District. The 2017-18 school year is the first year for use by our middle school programs.

The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

These are the general steps to complete within Privit Profile. More detailed instructions for each step are listed on pages 2-3 of this document.

- 1. Register an account in parent's/guardian's name here:**
  - [www.e-ppe.com](http://www.e-ppe.com) and search for your school OR go directly to the school's URL  
BHMS: <https://bheagles-mo.e-ppe.com>  
DWMS: <https://dwgators-mo.e-ppe.com>  
MRMS: <https://mrhuskies-mo.e-ppe.com>  
PKMS: <https://pkgrizzlies-mo.e-ppe.com>  
Blue Springs High School: [bluespringswildcats-mo.e-ppe.com](https://bluespringswildcats-mo.e-ppe.com)  
Blue Springs South HS: [bluespringssouthjaquars-mo.e-ppe.com](https://bluespringssouthjaquars-mo.e-ppe.com)
  - \*\*If you have already created an account, please **Login**. If you do not remember your email address and/or password click the **Forgot Password** feature, or contact support.
  - Add athlete(s) to your account
- 2. Complete or Update all required forms for your athlete**
  - Personal Details
  - E-PPE Questionnaire
- 3. Apply or Update parent electronic signature**
  - MSHSAA Parent Permission
  - MSHSAA Student Agreement
  - MSHSAA Concussion Materials
  - Medical History Summary
- 4. Join team(s)**
- 5. Print MSHSAA Physical Examination Form and Medical History Summary**
- 6. Apply or Update athlete electronic signature**

**COMPLETION NOTE:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate BSSD 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 refer to pages 2-3 of this document.*

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 (If you already have an account, skip to step 2).**

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 [www.e-ppe.com](http://www.e-ppe.com) then search for your school and follow the steps below.**

OR you can use the addresses on the first page of this document to go directly to your school's page.

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, **do not register again**.)
3. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your athlete(s) to your account.)
  - Enter your athlete's first name (and last name if different), date of birth, and gender.
  - Ignore Enable Login and click **Add Member**
  - 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. Login and select your athlete's profile (**If you receive a pop up message, please select Student/Athlete**). From your athlete's profile, begin completing the Personal Details by clicking the **Start or Update** icon to the right of Personal Details. Complete each section of the Personal Details section and click **Save and Exit**.
2. Again from your athlete's profile, click **Start** to the right of e-PPE questionnaire. Complete all sections by selecting next at the bottom of the page. Also you can click **Save & Exit** if you finished with all sections or need to come back at a later time to finish.

**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 MSHSAA Parent Permission. When you have finished the MSHSAA Parent Permission, 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 MSHSAA Student Agreement. Complete the MSHSAA Student Agreement 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; select **Home** near the top left to be directed back to Home page.

3. Click **Start** to the right of MSHSAA Concussion Materials. Complete the MSHSAA Concussion Materials 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.

**IMPORTANT:** The MSHSAA Student Agreement and MSHSAA Concussion Materials require an athlete e-signature. For instructions on athlete e-signature, please see the Step 6 for instructions 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 appropriate team(s).

#### **Step 5: Print MSHSAA Physical Examination Form & Medical History Summary**

1. When you have completed all required forms and have joined a team, you will want to print the MSHSAA Physical Examination Form the doctor to sign. Also you will want to print the Medical History Summary for the doctor to review.
2. From your athlete's home page, click **Print Documents**.
3. To print the Physical Form and Medical History Summary, click **Download** to the right of the MSHSAA Physical 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, please turn in the physical form to the appropriate staff member.

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

1. From your athlete's home screen, click the blue font Student/Athlete click here to sign and you will be taken to a page to create an electronic athlete signature. Select the blue Create New Signature button.
2. With your cursor on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials. Check the box that you attest and then click the blue Save tab. You will see your athlete signature displayed. Select the grey Done tab underneath.
3. Once complete, you will click the blue font Student/Athlete click here to sign again. 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 an athlete e-signature is required.

**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. A staff member at the school will update the Clearance Status, the status is not automatically updated.