



Welcome to the Augustana Athletics Privit Profile,

As a 1st, 2nd, 3rd, or Transfer Student Athlete, you're required 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)*

If you have any questions or issues during registration, please contact Privit's Support Desk at 1- 844- 234- 4357 Monday to Friday 8:00 AM - 5:00 PM EST

NOTE: These instructions are only for 1st, 2nd, 3rd, and Transfer Student Athletes that are required to receive a physical exam by a licensed physician or family doctor prior to participation. You will need to have a physician sign a completed Physical Examination Form that you will be required to upload into your profile under UPLOAD DOUCMENTS.

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 #

Step 1: To get started, click on this website augustanaathletics.privitprofile.ca 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.

- You will need to verify your email address and primary phone number when registering
- After verifying your information, click on the blue the [Home](#) tab. This will direct you towards the [Home](#) page.

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 15 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 **CCAA Consent Form** and review all the 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 - New Student Athletes: Follow the instructions and use the Enrollment key to create a CCES log in. Review all the information. Once you are finished, click SUBMIT. Then click the blue SIGN tab. 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 6: From the [Home](#) page, click the START tab beside the forms listed below. Complete all the required information within each required form and apply the corresponding e-signatures to the documents. **Required forms will appear on the Home screen depending on the team you’re joined to.**

- **Athlete Code of Conduct** ([Student/Athlete e-signature required](#))
- **Consent to Disclose** ([Student/Athlete e-signature required](#))
- **CCES E-Learning** ([Student/Athlete e-signature required](#))
- **CATT Online Course** ([Student/Athlete e-signature required](#))
- **Signed Documents** - *Privit Profile Medical History Summary* ([Student/Athlete e-signature required](#))

After everything is complete, on the player [Home](#) page underneath these forms there will be a green check mark indicating *Signed by Student/Athlete*.

Step 7: 2 documents need to be printed out for the player to bring with them to their required medical examination for a physician to sign. From the Home page, select the **PRINT DOCUMENTS** tab. A page of printout forms will open. The 2 documents you need to print out are the “**Privit Profile Medical History Summary**” and the “**Physical Examination Form**”. Click download beside both and print the documents out.

Step 8: Your **Physical Examination Form (Signed)** and both the **CCES E-Learning Certificate** and the **CATT Certificate** are required to be uploaded into your account. You will receive a copy of the certificate via email from both the upon completion.

Before uploading it, you will need to save a copy of the certificates on to your computer OR take a photo of the form with your tablet or smartphone device or scan the. If you’re using a smartphone or tablet to upload, please open the internet browser on your mobile device and type in the Augustan Athletics Privit website augustanaathletics.privitprofile.ca (NOTE no www.)then log in to your account.

1. From your [Home](#) page, scroll down to **UPLOAD DOCUMENTS** and click on **Physical Examination Form (Signed)**
2. Click Choose File to search and select the document. (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. Click Upload.
4. You will be directed to the Manage Documents page. You should see the uploaded document and any other documents that have been submitted. Click the blue Done tab to return to the [Home](#) screen
5. Repeat this same process for the **CATT Certificate** and the **CCES Certificate**

For further assistance on uploading documents, please click [HERE](#).



Important:** After the required e-signatures have been applied to the necessary forms and all the forms have been uploaded, the **Completion Status** bar will 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 organization will update the “Pending” or “Needs Update” **Clearance Status** after your player’s profile has been cleared.