



Welcome to the Privit Profile for Algoma University Athletics,

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.

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 #
- Algoma Student #

For any questions regarding registration please contact the Privit Support Desk

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

Complete all the information on the student's Home screen until the completion status bar changes from orange to green and indicates "Submission Complete"

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

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 **CONCUSSION EDUCATION & POLICY**. Review all the required information. Once you are finished, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. Underneath this form on the Home page, it now should indicate *Signed by Student Athlete*.

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 7: From the [Home](#) page, click the blue tab beside **IMPACT ASSESSMENT**. Review the information then click on the Impact link and enter in the customer code. Take 20 minutes to properly complete your assessment. Once you're finished click SUBMIT then apply your e-signature and click DONE. Underneath this form on the Home page, it will indicate *Signed by Student Athlete*.

Step 8: 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.



Important:** Once the required e-signatures have been applied to the necessary forms, the document will become available for the appropriate staff member for review. 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.