



**Lakeland  
RUSTLERS**

## Welcome to the Lakeland College Athletics Privit Health Profile

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.

The instructions below will allow you to create an online health profile that you will continue to update and use in future years as a student athlete.

Follow the 10 steps below to complete your required medical clearance status.

***\*These registration instructions are ONLY for student athletes who are under the age of 18 and require a Parent/Guardian to register their information. Complete all the information on the student athlete's Home screen until the completion status bar turns from orange to green and indicates SUBMISSION COMPLETE\****

Before you start, make sure to have the following information on hand:

- Lakeland Email Address and a Password (create a password to remember in future years)
- Personal Medical/injury history
- Family medical history
- LAKE Student #
- Primary health insurance
- Provincial Health card
- Family doctors name and contact information
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Contact Privit's Support Desk at [1- 844- 234- HELP \(4357\)](tel:1-844-234-HELP) available [Monday – Friday 8:00 am - 5:00 pm](#) Eastern Time if you have any questions during registration or visit support desk by clicking [here](#)

To get started, click on this website [lakelandcollegeathletics.privitprofile.ca](http://lakelandcollegeathletics.privitprofile.ca) or enter it into your browser (Note: there is no www.)

### Step 1

1. Click **REGISTRATION** to create an account with Privit. As a parent/guardian for a student athlete under the age of 18, make sure you select your role as Parent/Guardian.
2. You will then be directed towards the **HOME** page.
3. On the left underneath your name click on "**ADD MEMBER**". A new page will open where you can complete your athlete's information. You will then be taken to a page that says **COPY DATA**.
4. Select the grey "**CANCEL**" tab at the bottom and you'll be taken back to the **HOME** page.
5. When adding an athlete, check the '**ENABLE LOGIN**' box and provide the athlete's email address and create a password for them
6. Be sure that the athlete's name is below your name on the **HOME** page.
7. Select their name and a new **HOME** page will appear with information to complete for the athlete.

## Step 2

1. From the **HOME** page, scroll down to the **UPDATE** tab beside **JOINED TEAMS**
2. Select your team, click **DONE**

## Step 3

1. From the **HOME** page, click the **START** tab beside the **PERSONAL DETAILS** section to provide demographic information.
2. Once all 3 sections are complete, click **SAVE & EXIT**.
3. From the **HOME** page, make sure it is indicating 100% complete in order to access the E-PPE questionnaire.

## Step 4

1. From the **HOME** page, click the **START** tab beside the **E-PPE QUESTIONNAIRE** section to provide your personal and family medical history details.
2. Complete all 10 sections then **SAVE & EXIT**.
3. Make sure it is indicating 100% complete on the **HOME** page.
  - Be sure to check the box at the bottom that states *"I have thoroughly read all questions on this page and answered them to the best of my knowledge."*

## Step 5

1. From the **HOME** page, click the **START** tab beside **STUDENT ATHLETE INTAKE FORM**.
2. Complete all the required information on the form.
3. Once you're finished, click **SUBMIT**.
4. Click **DONE** to return to the Home page.

## Step 6

1. From the **HOME** page, click the **START** tab beside **VARSITY TEAM ELIGIBILITY FORM**.
2. Complete all the required information on the form.
3. Once you're finished, click **SUBMIT**.
4. Click **DONE** to return to the Home page.

## Step 7

1. From the **HOME** page, click the blue tab beside **LAKE ATHLETE CONSENT**.
2. Review the required information.
3. Once complete, click **SUBMIT**. Then click the blue **SIGN** tab. A new message will appear, click the blue tab **"CREATE NEW SIGNATURE"**.
4. Create your own signature by using the cursor on a computer or with your finger on a tablet device to create an e-signature.
5. Click **SAVE** and then **DONE** to return to the **HOME** page.

6. From the **HOME** page underneath or beside the form click on **SIGN** and a new page will open with your e-signature.
7. Attest then click **SIGN DOCUMENT**.
8. Click **DONE** to return to the **HOME** page.
9. Once everything is complete, on your **HOME** page underneath this form there will be a green check mark indicating **Signed by Student/Athlete**.

## Step 8

1. From the **HOME** page, click the **START** tab beside the **CCAA CONSENT FORM**.
2. Review all the required information.
3. Once completed, click **SUBMIT** and apply your e-signature to the document.
4. Click **DONE** to return to the **HOME** page.
5. Once everything is complete, on your **HOME** page underneath this form there will be a green check mark indicating **Signed by Student/Athlete**.

## Step 9

1. From the **HOME** page, click the blue tab beside **CONCUSSION EDUCATION**.
2. Review the required information.
3. Once completed, click **SUBMIT** and apply your e-signature to the document.
4. Click **DONE** to return to the **HOME** page.
5. Once everything is complete, on your **HOME** page underneath this form there will be a green check mark indicating **Signed by Student/Athlete**.

## Step 10

From the **HOME** page, click the blue tab beside **CCES**. The CCES module will appear

### **First year Athletes**

- Follow the instructions and use the enrollment key (sent to you in an email) to create a CCES log in.
- Please use your Lakeland email to create the account
- Review all the information. Once you are finished, click **SUBMIT**
- Then click the blue **SIGN** tab
- Apply the Student Athlete e-signature to the form and upload your certificate of completion.

### **\*IMPORTANT\***

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 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.

A staff member at the school will update the **"PENDING"** or **"NEEDS UPDATE"** Clearance Status, the status is not automatically updated.