



**Lakeland  
RUSTLERS**

## Welcome back to the Lakeland College Athletics Privit Health Profile

To regain cleared status through the athletic department at the beginning of the season, returning student athletes must submit their updated medical history information and electronically sign all the required documents prior to participation.

**You will need your long in information from last year, below are instructions on how to access your account and complete all your required information.**

**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**

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, any new information from the last year. (injuries, medications)
- CCES( anti-doping education) login information

Contact Privit's Support Desk at 1- 844- 234- HELP (4357) available Monday – Friday 8:00 am - 5:00 pm Eastern Time if you have any questions during this process 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.)

Follow all 10 Steps below:

### Step 1

Returning Student Athletes – Click **LOG IN** and use the same email address and password from last season

### Step 2

1. From the **HOME** page, scroll down to the **UPDATE** tab beside **JOINED TEAMS** and check the box beside the team you participate on.
2. Click **DONE**

### Step 3

1. From the **HOME** page, click the **UPDATE** tab beside **PERSONAL DETAILS**.
2. Update any required information.
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 **UPDATE** tab beside the **E-PPE QUESTIONNAIRE**.
2. Update your medical history information.
3. Complete all 10 sections then **SAVE & EXIT**.
4. Make sure it is indicating 100% complete on the **HOME** page.
  - ***Make sure to update any medical information that may have changed since the beginning of last season.***

## 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** 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 8

1. From the **HOME** page, click the blue 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

1. From the **HOME** page, click the blue tab beside **CCES**. The CCES module will appear.
2. Email Address and Password, you should have used your Lakeland email to create the account.

### **\*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.