



Welcome to the Privit Profile for Mt. Royal University Athletics,

As a first-year student athlete, you are required to receive a physical examination from a doctor to gain medical clearance by the athletic department prior to participation in your sport. It's recommended that you have your Family Doctor perform the Physical Examination and ensure that they sign your [Physical Examination Form](#) and [Clearance Form](#) upon its completion. 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 MRU student athlete. Follow all the steps below to complete your required medical clearance status. *(It's recommended that you complete this information from a PC or Laptop, NOT using your phone)*

PLEASE NOTE: THESE INSTRUCTIONS ARE ONLY FOR 1ST YR STUDENT ATHLETES

Contact Privit Support Desk: 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Center](#) if you have any questions during registration.

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

- MRU assigned Email address
- MRU Student ID #
- Personal Medical and Family History
- Primary Health Insurance (Provincial Health Card # with version code)

Make certain to Follow ALL 10 Steps below:

GET STARTED: click on this website mruathletics.privitprofile.ca or enter it into your browser (Note: there is no www.)

1. **New Student Athletes** - Click REGISTRATION to create an account with Privit. **You MUST use your MRU email address to create your profile.** Make sure you select your role as Student Athlete. If you created a Privit account through another school/organization, use the same email address to Log In
 - a. **Transfer students with Privit account or those with an account from another association/sport governing body?** – Click LOG IN and use the same email address and password from last season. You will need to change your email address once logged in to your MRU email.
 - b. Once logged in, scroll down to ACCOUNT SETTINGS
 - c. Click on UPDATE EMAIL ADDRESS
 - d. Click Submit
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

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.**
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 17 sections then SAVE & EXIT. **Make sure it is indicating 100% complete on the Home page.**
 - a. **IMPORTANT:** For a section to be 100% complete you need to answer all questions marked with a **red asterisk*** and 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. *”
5. From the [Home](#) page, click the START or UPDATE tab beside the **NUTRITION INTAKE FORM**. Update or provide your nutrition information. Complete all sections then SAVE & EXIT. **Make sure it is indicating 100% complete on the Home page.**
 - a. **IMPORTANT:** For a section to be 100% complete you need to answer all questions marked with a **red asterisk*** and 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. *”
6. From the [Home](#) page, click the START or UPDATE tab beside the **CONSENT TO PARTICIPATE IN RESEARCH**. Answer all questions then SAVE & EXIT. **Make sure it is indicating 100% complete on the Home page.**
 - a. **IMPORTANT:** For a section to be 100% complete you need to answer all questions marked with a **red asterisk*** and 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. *”
7. From the [Home](#) page, click the blue tab beside the **MEDICAL CONSENT**. Review the required information. Once completed, click SUBMIT Then click the blue SIGN tab.
 - a. **Creating E-SIGNATURE** - 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*.
8. From the [Home](#) page, click the blue SIGN tab beside **SIGN DOCUMENTS**. A new page will open with a list of reports. Underneath certain forms it will be highlighted [Student/Athlete click here to sign](#). Apply your e-signature to all documents with a red X:
 - a. - **Clearance Form**
 - b. - **Emergency Information**
 - c. - **Privit Profile Medical History Summary**

- d. - *Acknowledgement of Insurance Requirements*
- e. - *Additional Forms*

9. From the [Home](#) page, click the blue tab **PRINT DOCUMENTS**. Within this section print out the **U-Sport Approved Physical Packet** and bring all the pages within this packet to your required physical examination through a doctor or physician. **Make certain both the Physical Examination Form and Clearance Form within this packet gets signed by the physician or doctor.**

10. Click here and print [Physician Instructions](#) and take with you to provide direction to the physician completing the forms.

11. **Uploading ONLY the Signed Physical Examination Form and Clearance Form:** Before uploading, you will need to either take a photo of the form with your tablet or smartphone or scan the document into your computer*. If you are using a smartphone or tablet
 - a. to upload, please **open the internet browser** and type in the school's Privit website mruathletics.privitprofile.ca. Then **login to your account**.
 - b. From your Home screen, click **Manage Documents**. Next, click **Upload Document** near the top right.
 - c. Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)
 - d. From the drop-down next to Document Type, select **Physical Examination Form**.
 - e. Click **Upload**.

12. You should be directed back to the student athlete's Manage Documents page. You should see the uploaded document and any other documents that have been submitted.

13. Repeat this same process for the **Clearance Form**

14. For further assistance on uploading forms, please contact the help desk using the contact information at the top of this document.



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 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 within the organization will update the "Pending" or "Needs Update" **Clearance Status** after they've reviewed your documentation.