



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

To gain medical clearance status through the athletic department at the beginning of every season, returning student athletes are required to [update your medical history with all injuries sustained since the previous summer medical clearance](#) and insurance information prior to participation. Below are instructions on how to update your profile online and complete all the required information. Take the time to thoroughly complete all your medical information as you will continue to update your profile in future years as a student athlete. It is recommended that you **complete all your registration** from a computer or laptop.

**PLEASE NOTE: THESE INSTRUCTIONS ARE ONLY FOR RETURNING 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 Email Address and Password

**Follow all steps below:**

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

1. Click LOG IN and use the same email address and password from last season.
2. Those of you who did not use your MRU email address will be required to change your email address to your MRU account once logged in.
  - a. Once logged in, scroll down to ACCOUNT SETTINGS
  - b. Click on UPDATE EMAIL ADDRESS
  - c. Click Submit
3. From the [Home](#) page, click the UPDATE tab beside **PERSONAL DETAILS**. Complete or update any required information. Once all 4 sections are updated 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 UPDATE tab beside the **E-PPE QUESTIONNAIRE**.

If you have any ongoing medical conditions (asthma, cardiac arrhythmias, etc), please ensure you answer yes to question #1 in section 5 "MEDICAL" and enter ALL medications as your treatment.

**\*Please add ALL injuries requiring evaluation and treatment from the athletic therapy staff last season in section 12 "INJURY" injury history.** Once all injuries are updated click SAVE & EXIT. From the [Home](#) page, **make sure it is indicating 100% complete.**

Ensure all 17 sections have been updated and then click 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 and return to the [Home](#) page.
  8. **E-SIGNATURE** - If not already created, 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*.
  9. 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 the following:
    - **Clearance Form**
    - Emergency Information**
    - **Privit Profile Medical History Summary**
    - **Acknowledgement of Insurance Requirements**

Returning athletes are NOT required to obtain physician clearance or print out any documentation. Once all areas requiring a signature have a green checkmark, 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 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.