



Welcome to the Red Deer Polytechnic 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. If you created an account last season, 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)*

If you have any questions or issues during registration, please contact Privit's Support Desk at  
**1- 844- 234- 4357 Monday to Friday 8:00 AM - 5:00 PM EST**

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)

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

**Follow all 7 Step below:**

- 1.** Returning Student Athletes – Click LOG IN and use the same email address and password from last season.
- 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. 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 10 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.

5. From the [Home](#) page, click the blue tab beside **CCAA CONSENT FORM**. Review the required information. Once completed, click SUBMIT and apply your e-signature to the 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*.
6. From the [Home](#) page, click the blue tab beside **RDP ATHLETE CONSENT**. Review the required information. Once completed, click SUBMIT and apply your e-signature to the 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*.
7. 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 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.