



Welcome to the Olds 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 eligibility 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.

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:

- Email Address and Password
- Personal Medical & Injury History
- Primary Health Insurance (Provincial Health Card #) & Social Insurance #
- Olds College Student #

*These registration instructions are only for student athletes 18 years of age and older. Complete all the information on your Home screen until the completion status bar turns from orange to green and indicates **SUBMISSION COMPLETE***

**FOLLOW ALL THE STEPS BELOW:**

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

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

**New Student Athletes** - Click REGISTRATION to create an account with Privit. Make sure you select your role as Student Athlete.

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** and complete all the required information. (Section 1 Personal Information please make sure to select Canada from the country drop down list) (Section 2 Primary Insurance, select “Provincial Health Card # and complete the require fields) 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. Click the START tab beside the **E-PPE QUESTIONNAIRE** section to provide your personal and family medical history details. Complete all 12 sections then SAVE & EXIT. **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.”*
  
5. From the [Home](#) page, click the START tab beside **ATHLETE INFORMATION & CONSENT**. Complete and consent to all the required information on the form. Once everything is filled out, click SUBMIT. Then click the blue SIGN tab

**New Student Athletes** - 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*.

6. From the [Home](#) page, click the START tab beside the **CCAA CONSENT**. Review all the information with then, 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, the **CCES E-Learning** module will appear, click the START tab beside it. Review the information within the CCES Learning Module then follow the instructions for either *Returning Student Athletes* or *New Student Athletes*. Once you’ve completed the CCES Module go 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*
  
8. 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-signatures to the document. Click DONE to return to the Home page. **NOTE: You are not required to print this document**



**Important\*\*:** Once the required e-signatures have been applied to the necessary forms, the documents 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 Athletic Department will update the “Pending” or “Needs Update” **Clearance Status** after they’ve reviewed the student athlete’s documentation.