



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 documents prior to participation. The instructions below will allow you to create an online health profile that you will continue to up date and use in future years as a student athlete. Follow the 9 steps below to complete your required clearance status. 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 to have the following information on hand:

- Email Address and Password (create a password to remember in future years)
- Student Athlete Medical and Injury History
- Student Athlete Provincial Health Card #
- Olds College Student #

*These registration instructions are **ONLY** for student athletes who are under the age of 18 and require a Parent/Guardian to register an account to sign your forms. Complete all the information on the student athlete's Home screen until the completion status bar turns from orange to green and indicates **SUBMISSION COMPLETE***

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

Step 1: Click REGISTRATION to create an account with Privit. For a student athlete under the age of 18, make sure you select your role as Parent/Guardian, and Register the account with the Parent/Guardian name and Email address.

- You will then be directed towards the [Home](#) page. On the left underneath your name click on "Add Member". A new page will open where you can complete your athlete's information. You will then be taken to a page that says Copy Data. Select the grey "Cancel" tab at the bottom and you'll be taken back to the [Home](#) page. *When adding an athlete, check the 'Enable Login' box and provide the athlete's email address and create a password for them*
- Be sure that the athlete's name is below the Parent/Guardian name on the [Home](#) page. Select their name and a new [Home](#) page will appear with information to complete for the athlete.

Step 2: From the [Home](#) page, scroll down to the UPDATE tab beside **JOINED TEAMS** and select your team, click done

Step 3: Click the START tab beside the **PERSONAL DETAILS** section to provide demographic 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 to access the E-PPE questionnaire.**

Step 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.”*

Step 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 completed, click SUBMIT. Then click the blue SIGN tab

- A new message will appear, click the blue tab “Create New Signature”. As a Parent/Guardian you will create your own signature to apply to your student’s form. Use the cursor on a computer or with your finger on a tablet device to create your own e-signature. Click SAVE and then DONE to return to the Home page. From the Home page underneath or beside the form click 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, it will now indicate *Student/Athlete click here to sign*. Click there and repeat the same process to create and apply the Student’s e-signature. Once everything is properly completed, on your student’s Home page there should be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Student/Athlete*.

Step 6: From the [Home](#) page, click the START tab beside the **CCAA CONSENT**. Review all the information with your student athlete. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. On the Home page, it will now indicate Student/Athlete click here to sign. Apply the Student Athlete’s e-signature to the form. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Student/Athlete*.

Step 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*.

Step 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 [Parent Guardian click here to sign](#) and [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 your medical history.



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.