Welcome to the Keyano College Athletics PRIVIT Health Profile,

The instructions below will allow you to create an online health profile that you as a student athlete will continue to update and use in future years at Keyano College. Follow the 8 steps below to complete your required medical clearance status. (These registration instructions are ONLY for student athletes who are under the age of 18 and require a Parent/Guardian to register their information.)

Contact Privit’s Support Desk at 1- 844- 234- 4357 available Monday – Friday 8:00 AM - 5:00 PM Eastern Time of visit our Chat Desk 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)
• Personal Medical History (allergies, immunizations, medications, injuries, family history)
• Primary Health Insurance (Provincial Health Card #)
• Additional Insurance Coverage through Parent/Guardian
• Social Insurance # and Alberta Student #

Click on this website link keyanoathletics.privitprofile.ca or enter it into your browser (Note: there is no www.)

Step 1: Click REGISTRATION to create an account with PRIVIT. As a parent/guardian for a student athlete under the age of 18, make sure you select your role as Parent/Guardian.
• 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 your 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, select the UPDATE tab beside JOINED TEAMS and join the student athlete to the team they participate on, click done

Step 3: Click the START tab beside the PERSONAL DETAILS section to provide demographic 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.
Step 4: Click the START tab beside the E-PPE QUESTIONNAIRE section to provide your personal and family medical history details. Complete all 17 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: Click the START tab beside the ATHLETE INFORMATION FORM. Complete all the required information, then click SUBMIT. 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 by using the cursor on a computer or with your finger on a tablet device to create an e-signature. Click SAVE and then DONE to return to the Home page. From 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, it will now indicate Student/Athlete click here to sign. Click on that and repeat the same process to create and apply the Student Athlete’s e-signature. 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 6: Click the START tab beside ATHLETIC ELIGIBILITY & CONSENT. Review with the student athlete and agree to the required information, select the blue SUBMIT tab and apply the Parent/Guardian and Player E-Signature to the document. Click DONE to return to the Home page. Once everything is complete, on the Home page underneath this form there will be a green check mark indicating Signed by Parent/Guardian and Signed by Player.

Step 7: Click the START tab beside ASSUMPTION OF RISK. Review with the student athlete and agree to the required information, select the blue SUBMIT tab and apply the Parent/Guardian and Player ESignature to the document. Click DONE to return to the Home page. Once everything is complete, on the Home page underneath this form there will be a green check mark indicating Signed by Parent/Guardian and Signed by Player.

Step 8: Click the START tab beside CCAA CONSENT FORM. Review with the student athlete and agree to the required information, 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, it will now indicate Student/Athlete click here to sign. Click and apply the Student Athlete’s e-signature.

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.