



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 up date 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](http://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.