



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 #

Step 1: Start by clicking on this keyanoathletics.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 from last season.

New Student Athletes

- Click the blue **REGISTER** tab and select your role as **"PARENT / GUARDIAN"**
- Verify your email address and phone #
- After verifying your information, click on the blue the **Home** tab. This will direct you towards the **Home** page.
- On the left side of the **Home** page underneath your name as the Parent Guardian, click **"Add STUDENT/ATHLETE"**
- After adding your Student/Athlete into the account, click on their name new **Home** page will open where you can begin completing the required Student/Athlete information

Step 2: From the **Home** page, select the UPDATE tab beside **GENERAL INFORMATION** and join the student athlete to the team they participate on, click DONE

Step 3: 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 4: From the **Home** page, click the START or UPDATE tab beside **PERSONAL DETAILS**. Complete or update any required information. Once all 4 sections are complete click SAVE & EXIT. From the Home page, make sure it is showing 100% complete to access the E-PPE questionnaire.

Step 5: From the **Home** page, click the START or UPDATE tab beside the **E-PPE QUESTIONNAIRE**. Update or supply your history information. Complete all 15 sections then SAVE & EXIT. Make sure it is showing 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.

Step 6: From the **Home** page, 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.

New Student/Athletes - A new message will appear, click the blue tab "Create New Signature".

- As the Parent/Guardian you will create your own signature. Use the cursor on a computer or with your finger on a tablet device or upload a previously designed signature to create an electronic signature. Click



SAVE and then DONE to return to the Home screen. 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 screen under this form, it will now indicate *Student/Athlete click here to sign*. Click there and repeat the same process to create and apply your Student/Athlete's e-signature. Once everything is complete, on the Student/Athlete's Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian and Signed by Student/Athlete*.

Returning Student Athletes

- Your e-signature will appear. 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 showing *Signed by Student/Athlete*. If you did not create an e-signature last season, refer to the instructions above for *New Student Athletes*.

Step 7: From the Student/Athlete's **Home** screen, click the **START** tab beside the forms listed below. Complete all the required information within each form then apply the corresponding e-signatures to the documents.

- Athletic Eligibility & Consent ([Parent/Guardian & Student/Athlete e-signature required](#))
- CCES E-Learning ([Parent/Guardian & Student/Athlete e-signature required](#))
- Assumption of Risk ([Parent/Guardian & Student/Athlete e-signature required](#))
- CCAA Consent Form ([Parent/Guardian & Student/Athlete e-signature required](#))
- **Sign Documents - Privit Profile Medical History Summary** (**x** [Parent/Guardian](#) & **x** [Student/Athlete e-signature required](#))

Step 8: The CCES E-Learning Certificate must be uploaded into your account. You will receive a copy of the certificate via email from the CCES upon completion. Before uploading it, you will need to save a copy of the document on to your computer OR take a photo of the form with your tablet or smartphone device or scan the. If you're using a smartphone or tablet to upload, please open the internet browser on your mobile device and type in the Keyano College Athletics Privit website keyanoathletics.privitprofile.ca (NOTE no www.), then log in to your account.

1. From your **Home** page, scroll down to **UPLOAD DOCUMENTS** and click on CCES Certificate
2. Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you will be prompted to take a picture or select a photo of the document from the photo album.)
3. Click **Upload**.

You will be directed to the Manage Documents page. You should see the uploaded document and any other documents that have been submitted. Click the blue Done tab to return to the **Home** screen.

Step 9: Please review the required uploads below.

- CCES Certificate
- Sexual Violence Course Confirmation
- Physical Exam Form



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.