



Welcome to the Portage 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 profile that you will continue to up date and use in future years as a student athlete. Follow the 8 steps below to complete your required medical clearance status. *(Complete all the information on the Home screen until the completion status bar changes from orange to green and indicates SUBMISSION COMPLETE)* 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
- Provincial Health Card #

Contact Privit's Support Desk at 1- 844- 234- HELP (4357) available Monday – Friday 8:00 AM - 5:00 PM Eastern Time if you have any questions during registration.

FOLLOW ALL STEPS BELOW:

To get started, click on this website portageathletics.privitprofile.ca or enter it into your browser (Note: there is no www.)

Step 1: 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.

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

Step 3: From the [Home](#) page, 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: From the [Home](#) page, 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. Complete all the required information and input N/A in sections that don't apply to your sport. Once complete, click SUBMIT.

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 indicating *Signed by Student/Athlete*. If you didn't create an e-signature last season, refer to the instructions below for *New Student Athletes*.

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*.

Step 6: From the [Home](#) page, click the START tab beside CCAA CONSENT FORM. Review all the required information. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Student/Athlete*.

Step 7: From the [Home](#) page, click the START tab beside ATHLETE CODE OF CONDUCT. Review all the required information. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Student/Athlete*.

Step 8: From the [Home](#) page, click the START tab beside MEDICAL CONSENT. Review the required information. Once complete, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Student/Athlete*.

Step 9: From the [Home](#) page, click the START tab beside WEIGHT ROOM AND CARDIO WAIVER. Review all the required information. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Student/Athlete*.

Step 10: From the [Home](#) page, click the START tab beside CCES E-LEARNING. Review all the required information. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Student/Athlete*.



Step 11: 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.



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.