



Welcome to The King's University Athletics Health Profile,

**Student athletes are required to complete pre-season health and eligibility registration 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 all the steps below to complete your required medical clearance status. (These registration instructions are ONLY for student athletes who turn 18 years old after August 30th and require a Parent/Guardian to register their information.)**

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

Before you start, make sure to have the following information on hand:

- Email Address and Password for Student Athlete (create a password to remember in future years)
- Family Medical History
- Personal Medical History
- Primary Health Insurance (Provincial Health Card #)

Click on this website link [kingsuathletics.privitprofile.ca](https://kingsuathletics.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, 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 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 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 14 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 **PLAYER REGISTRATION FORM**. Fill out and complete all the required information. Once completed, click SUBMIT. Then click the blue SIGN tab. 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 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.

**Step 6:** 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. On the Home page, it will now indicate Student/Athlete click here to sign. Apply the Student Athlete’s e-signature to the form.

**Step 7:** 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.