



Welcome to the University of Alberta Athletics Health Profile,

As a student athlete, you are required to submit medical and insurance information prior to participation in your sport. You will not receive any clearance status by the athletic department until the required information is complete. To complete any required information for your sport, please follow the instructions below to create an online profile. Make sure to complete all your information thoroughly as you will continue to up date and use this in future years as a student athlete. Follow all the steps below to complete your required medical status. (These registration instructions are for RETURNING student athletes who are 18 yrs of age or older)

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 and Family Medical History
- Primary Health Insurance (Provincial Health Card #)
- Secondary Insurance (Private Insurance Coverage through Parent/Guardian)

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.

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

Step1: Returning Student Athletes – Click LOG IN and use the same email address and password

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

Step 3: From the [Home](#) page, click the START or UPDATE 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 in Step 4.



Step 4: From the [Home](#) page, click the START or UPDATE tab beside the **E-PPE QUESTIONNAIRE** section to provide your 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: From the [Home](#) page, click the blue tab beside **SECONDARY INSURANCE**. Update and complete any required information Once completed, 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*.

Step 6: Click the START tab beside **CONSENT TO DISCLOSE**. Fill out 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 under this form, there will be a green check mark indicating *Signed by Student/Athlete*.

Step 7: Click the START tab beside **MENTAL WELLNESS**. Review and consent to 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 under this form, there will be a green check mark indicating *Signed by Student/Athlete*

Step 8: Click the START tab beside **CONCUSSION HEALTH & EDUCATION**. Review and consent to 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 under this form, there will be a green check mark indicating *Signed by Student/Athlete*

Step 9: Click the START tab beside **CCES E-LEARNING**. Register or sign in to the portal. Make certain to use the “Access Key” provided Once you've completed everything within the portal, go back to your Privit profile select the blue SUBMIT tab to apply the Student Athlete 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 Student/Athlete*.

NOTE: After you've received your CCES E-Learning Certificate, you're required to upload a copy into your profile. Refer to STEP 11 in the instructions on how to upload a copy of your CCES E-Learning Certificate.



IMPACT ASSESSMENT: If you participate on a certain UofA athletic team, or if you are a new student athlete, or if you sustained a concussion from the previous season will the **IMPACT ASSESSMENT** form appear on your [Home](#) page. You will be required to go through and complete this with an athletic therapist from the sports medicine department.

Step 10: 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-signature to the document. Click DONE to return to the Home page.

Step 11: After you have a copy of your CCES E-Learning Certificate and UofA Baseline Concussion Form, you are then required to upload these documents into your health profile. You can do this on your smartphone or mobile device by entering in ualberta.privitprofile.ca (There is no www.) into the browser on your phone. Log in to your account again.

- Click **Upload Documents** from your Home screen.
- Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)
- From the drop-down next to Document Type, select **CCES E-Learning Certificate Form**.
- Click **Upload**.
- Repeat the same process for the **UofA Baseline Concussion Form**
- For further assistance on Uploading Documents, please click [HERE](#).



Important:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically 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 at the school will update the “PENDING” or “NEEDS UPDATE” **Clearance Status**, the status is not automatically updated.