



Welcome to the University of Alberta Athletics Health Profile,

1st Year Student Athletes are required to receive an annual physical examination to gain medical clearance by the athletic department prior to participation in your sport. This involves going to see a physician/doctor and having them sign your Exam Form. The instructions below will allow you to create an online health 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. (These registration instructions are ONLY for student 1st year student athletes who are under the age of 18 and require a Parent/Guardian to register their information.)

Contact Privit's Support Desk: 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Center](#) 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 #)
- Secondary Insurance

Click on this website link ualberta.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.
- 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 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 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: Click the START tab beside the **SECONDARY INSURANCE**. Once completed, click SUBMIT. Then click the blue SIGN tab. A new message will appear, click the blue tab “Create New Signature”.

- As the Parent/Guardian you will create your own 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 there and repeat the same process to create and apply your Player’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 **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, it will now indicate Student/Athlete click here to sign. Apply the Student Athlete’s e-signature to the form. 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 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.

Step 8: From the Home page scroll down to the blue **PRINT DOCUMENTS** tab (your **PERSONAL DETAILS & E-PPE QUESTIONNAIRE** must both indicate 100% complete in order to access). Within **PRINT DOCUMENTS** check the boxes beside the *Privit Profile Medical History Summary* and *Physical Examination Form* to print both forms. The student athlete will then take these forms with them to their required physical examination and have the Exam Form signed by a physician or doctor.



Step 9: Once the Physical Examination Form is signed by a Physician/Doctor, you are then required to upload this form back 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.

- From the Home page scroll down and select the blue **MANAGE DOCUMENTS** tab. A new page will open where you will click on the blue **UPLOAD DOCUMENT** tab.
- From here select “Choose File” and it will ask you to take a photo with the camera on your phone. Take a photo of the signed Physical Examination Form.
- Then select the “Document Type” as Physical Examination Form, then click the blue **UPLOAD** tab. Once the Upload is complete you’ll be directed to the Manage Documents where you should be able to see a copy of all your documents. Click done and return to the Home page.



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 update.