

# Introduction to Privit Profile (updated June 2023)

The following handout provides instructions for completing the Privit Profile process which is the system that houses all of our Athletic & Activities required paperwork. If you need assistance with the Privit Profile™, please contact the Help Center at 844-234-4357 or visit [www.support.privit.com](http://www.support.privit.com). You can also reach Gini Fite, SSD Athletic Trainer at 816-532-0405 ext. 7096 or [fiteg@smithville.k12.mo.us](mailto:fiteg@smithville.k12.mo.us) for additional assistance.

**Steps for creating a Privit Profile:** (if you attended another district with Privit, please email Gini Fite at the information above to transfer your account to Smithville School District)

1. Register an account in the parent's name at the following website <https://smithvillewarriors-mo.e-ppe.com>

\*\*Write down your login and password. You will use this information for the entire time your student athlete is a Smithville Warrior!\*\*

2. Add athlete(s) to your account (You only need to create one account for your entire family including Middle and High School)

3. Complete all relevant athlete information

4. Read all information and apply parent electronic signature

5. Read all information and apply athlete electronic signature

6. Upload the one page student athlete "MSHSAA Medical Eligibility Form" into Privit. (Only upload this one page, otherwise the file will be marked as incomplete. Make sure your upload is legible before saving)

\*\*We request you upload the Medical Eligibility Form into Privit yourself. However, if you are unable please bring to school and we can assist\*\*

7. Upload a photo of your student athlete on your Privit Home page.

Located at the top of your homepage will be a status bar that will either show "[Submission Complete](#)" or "[Submission Incomplete](#)", for incomplete status, hover your mouse over the top of the page and it will give you a detailed list of what is still needed for profile completion. Once your file is complete it will then change your status to "[Submission Complete](#)".

\*\*\*It is important to note your account will state "PENDING" until all necessary forms are reviewed by the appropriate staff member. Once the forms are reviewed and the file is deemed complete, your student athlete status will be changed to "CLEARED".

\*\*\*For detailed instructions for each step listed above, please refer to the information below\*\*\*

As a parent/guardian, you are going to register an account with Privit. You will then add your student to this account. To start creating your account you will need to either select or enter the link <https://smithvillewarriors-mo.e-ppe.com> and then follow each of the steps below.

1. From the landing page, click **Register**.

2. Please register with your name as a parent, your email address, and then create a password of your choice. When you are finished, click **Sign Up**. *(If you have multiple family members or if you have already registered yourself, you do not need to register again and please move to step #5 below.)*

3. Next, a Welcome Message should appear. Click **Continue** located towards the top of the message to transition to the **HOME** page.

4. On the Home page click the **Add Member** button on the left side of the page. *(This allows you to add your student/athlete to your account; and this section allows you to add other family members if necessary.)*

- Click **Add Member** on the left side of the page.
- Enter your athlete's first name (and last name if different), date of birth, and gender. Then click **Add Member**.
- You should then be directed to a Copy Data page. Please select the grey **Cancel** tab at the bottom and you will be taken back to the **Home** page.
- You will now see the student/athlete listed under **Family Members**. Please click on the student **Name**. Then begin completing the Personal Details by clicking the **Start** button located at the right of Personal Details.
- Complete each section of the Personal Details to 100% and then click **Save and Exit**.

**IMPORTANT:** In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (\*). You **WILL NOT** be able to submit your forms until this step is complete.

5. Click **Start** located to the right of each remaining form. Complete all of the questions marked with a red asterisk (\*) throughout this form and then click **Submit**.

a. A message will appear if you want to review or sign it the document. You will need to click the **Blue Sign** button to be taken to the page where you will create an electronic parent signature. From this step you will select the **Blue Create New Signature** tab.

b. With your computer cursor or with your finger from a tablet and/or mobile device, create your signature and/or initials then click the **Blue Save Tab**. You will then see your signature displayed. Select the **Grey Done Tab** located underneath. Once complete, you will then be on your account **Management Page**. Select **Home** near the top left of the screen.

c. Once you have created a parent e-signature, you will not be required to repeat this process.

**\*\*You will be able to apply this parent e-signature anywhere a parent e-signature is required.\*\***

6. From your student athlete's home page, click on **Start** located to the right of **MSHSAA Parent Permission**. Complete the MSHSAA Parent Permission and click **Submit** when you have finished. At this time you will be able to apply your parent e-signature to the form. You will then be redirected to the **Manage Documents** page, where you will want to select **Home** in the top left to be directed back to **Home Page**.

7. Click **Start** located to the right of **MSHSAA Student Agreement**. Complete the **MSHSAA Student Agreement** and click **Submit**. This document requires a **student athlete e-signature** and for instructions for student athlete e-signature. Next click **Home** located in the top left to be directed back to your **Home Page**.

8. Follow the same procedure for **the rest of the required documents** as described above.

9. After completing the required forms you must join a team. To join a team, click **Update** next to **Joined Teams**, and check the box next to the team(s) your student/athlete will be participating in throughout the school year. **(If you are uncertain about which teams your student-athlete might play, chose at least ONE team. You can edit this at any time.** You must choose at least one team so that the school staff can access the files.

**IMPORTANT:** You **cannot** skip this step as it is critical for you to be able to print your reports/forms to take to the physical exam. In addition, your athlete's coaches and athletic trainers will be able to review clearance status, emergency contact information, and see your athlete on the team roster.

10. **When you have completed all the documents and joined a team, you will want to print the MSHSAA Preparticipation Physical Forms (5 pages).** You along with your child will fill out pages 1-2 and take all pages 1-5 to the provider. The medical provider will keep pages 1-4 and you will retain page 5. **Important Note:** The school only needs the **ONE PAGE MSHSAA Medical Eligibility FORM** that the physician signs which will be uploaded into Privit or given to the school for upload.

11. **The final step is to upload a photo of your student athlete to their Privit Homepage. Click the cogwheel next to their name and select change profile picture.**