



**Welcome To Privit Profile For Dexter High School!**

This document provides Privit Profile instructions to parents and student athletes at Dexter Public Schools. Your account can be setup/accessed, information completed, and your e-signature applied using your mobile device, laptop, tablet or any device connected to the internet. Below are the general steps to complete the required items within your student's Privit Profile. ***Please note: All forms must be completed and on file in order to participate in athletics. If you need assistance, please contact Privit's Help Center at: 844-234-4357***

**Go to the Privit site for Dexter High School: <https://dexterbearcats.e-ppe.com/index.jspa>**

- 1. Register for a new Parent/Guardian account** if you do not have a Privit account already setup from last year.

**OR**

**If you have a previously-established account, Login with your Parent's/Guardian's email address and the password.** If you do not remember your email address and/or password, click Login and then the Forgot Password feature or contact the Privit Help Center at 844-234-4357.

- 2. Use the ADD MEMBER button to add your athlete(s) to your account If new to Privit (or if you have a new athlete to add to your existing account)** If your athlete(s) are already on your account from a previous year, you may skip this step and go to **Step 3.**
  - Click **Add Member** on the left side of the page.
  - Enter your student athlete's first name (and last name if different), date of birth, and gender.
  - Ignore Enable Login and then click **Add Member**. You will now see your student athlete's name listed on the Home page.
- 3. Next join your athlete to the team(s) they intend to go out for.**
  - Click on the Athlete's name to the left of the page (underneath the Parent/Guardian's name) to go to the Athlete's homepage.
  - Then click on the blue Joined Teams tab and join your athlete(s) to the Appropriate Team(s).
- 4. Complete or Update the Personal Details form.**
  - On the Athlete's home page, click on the blue Personal Details tab and complete or update with any changes all the fields with a red asterisk (\*).
  - When you have finished answering this form to 100% click **Submit or Save and Exit**.
- 5. Complete the remaining forms for the student athlete.**
  - Click **Start** in the blue field to the right of the form name. Complete all the fields with a red asterisk (\*). When you have finished answering this form, click **Submit**.



- A pop up will appear to review or sign the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature if you have not done so previously. Select the blue **Create New Signature** button.
- If you have **previously created a signature**, your signature will appear in the box, and you may click to apply it. After completing and signing each form, you may then move to **Step 6**.
- With your cursor on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, select **Home** near the top left of the screen.
- For forms requiring your athlete's signature, you may click on the button under the parent signature indicating you would like to apply the athlete's signature. You may then follow the same process to create your athlete's signature.
- **Once you have created a parent e-signature and athlete e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a student or parent e-signature is required.**
- Complete each of the following forms, and apply your Parent/Guardian e-signature:
  - Athletic Handbook (**Parent/Guardian and Athlete e-signature required**)
  - Pre-Participation History Form (**Parent and Athlete e-signature required**)
  - Parent Permission Form (**Parent/Guardian e-signature required**)
  - Student Agreement Form (**Athlete e-signature required**)
  - Student Drug Policy (**Parent/Guardian and Athlete e-signature required**)

**6. Physical Exam Form – once you have had the paper Physical Exam form completed and signed by a doctor you may submit it as follows:**

- If attending the free physical day, please give the completed and signed **Physical Exam Form** to the Athletic Director or Medical Provider before leaving.
- Otherwise please give your completed and signed **Physical Exam Form** to the Athletic Director (in his office).



**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.



**Privit Profile App:** Privit offers a mobile app for the Parent/Guardian and the student athlete. It's free to download for both Apple iOS devices and Android devices. Download for iOS from the Apple Store and for Android from Google Play.

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