

Welcome Back to Privit Profile

This document provides Privit Profile instructions to freshman student athletes and their parents who already have a Privit account from Middle School and are transitioning to either Blue Springs High School or Blue Springs South High School.

Your current Privit account works across Privit, so you can easily Login to either high school and complete the process. If you already have another high school student athlete (in addition to your freshman), both your older athlete(s) and freshman athlete will show under your name when logging into the high school site.

Your account can be accessed, and the information completed and signed on 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. ***More detailed instructions are listed on pages 2-4 of this document.***

- 1. Go to the Privit site for the high school your son/daughter will be attending:**
Blue Springs High School: bluespringswildcats-mo.e-ppe.com
Blue Springs South HS: bluespringssouthjaguars-mo.e-ppe.com
- 2. Login with your Parent's/Guardian's email address and the password established previously when using the Middle School site. If you do not remember your email address and/or password click the Forgot Password feature or contact support.**
- 3. Join Appropriate Team(s)**
Complete all necessary athletic forms and apply necessary Parent/Guardian and Athlete e-signatures:
 - Personal Details (Complete to 100%)
 - E-PPE Questionnaire ([Parent/Guardian and Athlete e-signature required](#))
 - Parent Meeting ([Parent/Guardian e-signature required](#))
 - MSHSAA Parent Permission Form ([Parent/Guardian e-signature required](#))
 - MSHSAA Student Agreement Form ([Athlete e-signature required](#))
 - MSHSAA Concussion Materials ([Parent/Guardian and Athlete e-signature required](#))
- 4. Print for student athlete's physical:**
 - Privit Profile Medical History Summary
 - MSHSAA Physical Examination Form ([Doctor will sign this form](#))
- 5. Upload completed MSHAA Physical Examination Form into student's profile**
Once the required information has been completed and 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 on the student athlete's Home screen will turn green and indicate **Submission Complete** after all the forms have been completed properly. If the status bar is 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.

Detailed instructions are available below.

If you need assistance, please contact the Privit Help Center at 844-234-4357 or visit www.support.privit.com.

Step 1: Register or Log in to your account as the Parent/Guardian name:

As a Parent/Guardian, start by selecting or enter the link associated with your high school:

Blue Springs High School: bluespringswildcats-mo.e-ppe.com

Blue Springs South HS: bluespringssouthjaguars-mo.e-ppe.com

If you’ve registered an account from a previous year, click **Log In**, and then **add the email and password associated with your account from Middle School**. If you do not remember your email address and/or password click the **Forgot Password** feature or contact support.

Step 2: Join Team(s):

1. Click on your student athlete’s name and you’ll be directed to their Home screen. From the Home screen you will see a tab that says **Joined Teams**. To join a team, click the blue tab next to Joined Teams and a new page will open. Check the box next to the appropriate team(s) your student plans to participate on and click **Done** at the bottom of the page when finished.

Step 3: Update the Personal Details section for the student athlete:

1. Click on your student athlete’s **Name**. Then begin making any updates (if needed) to the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Complete each section of the Personal Details section to 100% and 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 (*).

Step 4: Update the E-PPE Questionnaire Form for the student athlete:

1. Click **Start** to the right of the form. Update or complete all fields with a red asterisk (*).
2. Make certain you complete this form and update it thoroughly as you will continue to use this profile in future years. This will prevent any redundant steps.
3. Once all fields are completed, click **Submit or Save & Exit**.

Step 5: Complete the remaining forms for the student athlete:

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*). When you have finished answering this form, click **Submit**.
2. A pop up will appear to review or sign the document. Click the blue **Sign** button and your previously-established e-signature will appear. You may then apply this to the form.
3. Some of the forms also require an athlete's signature. See **Step 6** below for instructions on applying an athlete's electronic signature to forms.
 - Personal Details (Complete to 100%)
 - E-PPE Questionnaire ([Parent/Guardian and Athlete e-signature required](#))
 - Parent Meeting ([Parent/Guardian e-signature required](#))
 - MSHSAA Parent Permission Form ([Parent/Guardian e-signature required](#))
 - MSHSAA Student Agreement Form ([Athlete e-signature required](#))
 - MSHSAA Concussion Materials ([Parent/Guardian and Athlete e-signature required](#))

Step 6: Student Athlete Signatures:

1. From your student athlete's Home screen, click the blue font **Student/Athlete click here to sign** and your previously established Student/Athlete signature will be displayed. You may then apply it anywhere an athlete e-signature is required on the forms.

Step 7: Printing Forms:

1. A copy of the forms you need to print can be found by clicking the blue Print Documents tab on the student's home page.
2. **Only** click Print next to the **Privit Profile Medical History Summary** and **MSHSAA Physical Examination Form**
3. Bring the **Privit Profile Medical History Summary** and **MSHSAA Physical Examination Form** to the student's required Physical Examination
4. When the **MSHSAA Physical Examination Form** has been signed by the doctor, please upload only the **MSHSAA Physical Examination Form** into your student athlete's account (Follow Step 9 below)

Step 8: Upload the MSHAA Physical Examination Form:

Before uploading, you will need to either take a photo of the form with your tablet or smartphone or scan the documents into your computer*. If you are using a smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone) and type in the school's Privit website

Blue Springs High School: bluespringswildcats-mo.e-ppe.com

Blue Springs South HS: bluespringssouthjaguars-mo.e-ppe.com

Then **login to your account**.

1. Click **Manage Documents** from the student athlete's home screen. Next, click **Upload Document** near the top right.
2. 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.)
3. From the drop-down next to Document Type, select **Completed Physical Form**. (Also there is an optional ability to add a comment.)
4. Click **Upload**.
5. You should be directed back to the student athlete's Manage Documents page. You should see the uploaded document and any other documents that have been submitted.
6. 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.



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.