

As a student athlete, you are required to medical clearance by the athletic department prior to participation in your sport. You're **REQUIRED** to have either your family Doctor or a Physician perform the physical examination and ensure they sign your Physical Examination Form upon completion (the first valid date for that physical form is 7/1/2020). 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 all the steps below to complete your required medical clearance status. *(It's recommended that you complete this information from a PC or Laptop)*

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 (Insurance Card)
- Valid Physical Exam Form Completed by a Physician Dated 7/1/2019 or later

If you need assistance, please contact the Privit Help Centre at 844-234-4357 or visit our [Support Desk](#) .

NOTE: These instructions are **ONLY** for student athletes who are under the age of 20 and require a Parent/Guardian to register their account.

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

As a Parent/Guardian, you will register an account (**THIS MUST BE DONE PRIOR TO REGISTERING A STUDENT**), then add your student athlete to the account and complete only their information. **Start creating the account by selecting or entering the link marquett Mustangs-mo.e-ppe.com (No www.) then follow the steps below.**

- From the landing page, click **Register**.
- Please register with your name as the parent/guardian and use your **email address** and create a password.
- **MAKE CERTAIN TO SELECT YOUR ROLE AS PARENT/GUARDIAN.**
- When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered, do NOT register again.)

Step 2: Add student athlete to the account:

From the Home screen click the **Add Member** button on the left side of the page. (This will add your athlete to your account. You can add as many additional family members as necessary.)

- 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.

Step 3: Join Teams:

From the student athlete's Home page, scroll down to the UPDATE tab beside **JOINED TEAMS** and select all teams that you think you are interested in participating in for the entire school year (even if you end up not trying out for them). click DONE.

Step 4: Complete the PERSONAL DETAILS section for the student athlete:

From the student athlete's Home page, click on the blue button to the right of **Personal Details**.

- Complete each section of the Personal Details section to 100%, then click **Save and Exit**.

Step 5: From the Home page, click the blue tab beside the PRE-PARTICIPATION HISTORY FORM

Provide your student athlete's medical history details. Take the time to complete every single question properly and provide as much detail regarding any information about your medical history where asked. Once every question has been completed, click SUBMIT. Then click the blue SIGN tab.

Create Parent E-Signature: As the Parent/Guardian you will create your own signature when you submit the first document. 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 student's 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.

Create Student Athlete E-Signature: 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: From the Home page, click the blue tab beside PROGRAM EXPECTATIONS.

Review all the required information, click SUBMIT apply both the Parent/Guardian and the Student/Athlete e-signature to the document. Click DONE to return to the Home page. Underneath this form on the Home page, it now should indicate a green check mark showing *Signed by Parent/Guardian and Signed by Student Athlete*.

Step 7: From the [Home](#) page, click the blue tab beside the remaining forms below.

Make certain that you review all the information and answer any required questions.

- Parent Permission Form ([Parent/Guardian e-signature required](#))
- Student Agreement Form ([Student/Athlete e-signature required](#))
- MSHSAA Concussion Materials ([Parent/Guardian and Student/Athlete e-signature required](#))
- Emergency Contact Information ([Parent/Guardian and Student/Athlete e-signature required](#))

Step 8: From the [Home](#) page, click scroll down to the blue PRINT DOCUMENTS

Within PRINT DOCUMENTS click “print” beside **Blank MSHSAA Form & Pre-Participation History Form (though any physical form is valid-including the Rockwood Athletics Exam Form)**. Make certain to print out all the pages within this form. **The student athlete will take these forms with them to their required physical examination and have their physician/doctor sign the Physical Examination Form. This exam must have been conducted and dated 7/1/2020 or later.**

Step 9: Upload a copy of your signed Completed Form

Once the Examination and Clearance section signed by your Physician/Doctor, you are then required to upload this form back into your Privit profile. You can do this by scanning and uploading it through your computer, or you can do it on your smartphone or mobile device by entering in marquett Mustangs-MO.e-ppe.com (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 **Completed Physical**
- Click **Upload**. After you have uploaded the document please ensure the following
 - 1) Make sure the ENTIRE physical can be seen after upload.
 - 2) Make sure there is a valid date of exam on the physical and
 - 3) Make sure your ENTIRE NAME is easily seen and is legible.
- 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. YOU ARE NOT ELIGIBLE FOR PARTICIPATION THOUGH UNTIL YOUR ACTIVITIES/ATHLETICS ADMINISTRATOR GOES THROUGH YOUR PROFILE AND MARKS YOU AS “CLEARED”.