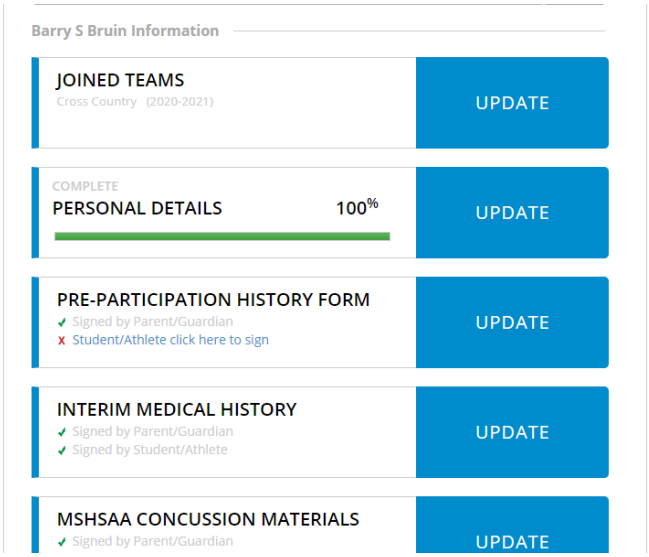
Welcome Back to Rock Bridge and PRIVIT!

This document is intended to help provide guidance in updating PRIVIT profiles for returning families of student athletes at Rock Bridge High School. Your account can be accessed, information updated or completed, and e-signatures applied using your mobile device, laptop, tablet or any device connected to the internet via a web browser. Below are the general steps for updating a student athlete's profile to meet annual requirements set by the Missouri State High School Activities Association (MSHSAA) and Rock Bridge High School. ***Please note: All forms must be completed and on file in order to participate in athletics. If you need assistance with PRIVIT, please contact PRIVIT's Help Center at 844-234-4357.***

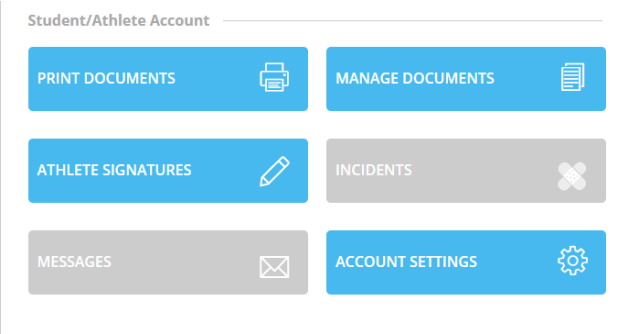
1. Go to the PRIVIT site for RBHS at https://rockbridgebruins.e-ppe.com/index.jspa .
2. Log in to your previously established account with Parent/Guardian's email address and password from last year. If you do not remember your email address and/or password, click Login and then the "Forgot Password?" feature or contact the PRIVIT Help Center at 844-234-4357.
3. If a returning family has a new student athlete at RBHS, please begin with step 1 of the **PRIVIT Parent Instructions for Rock Bridge High School**. If a returning family does not have a new student to add, then proceed to the next step.
4. Join a team. Click on UPDATE to the right of the **Joined Teams** module and join any teams for which the student athlete may try out.



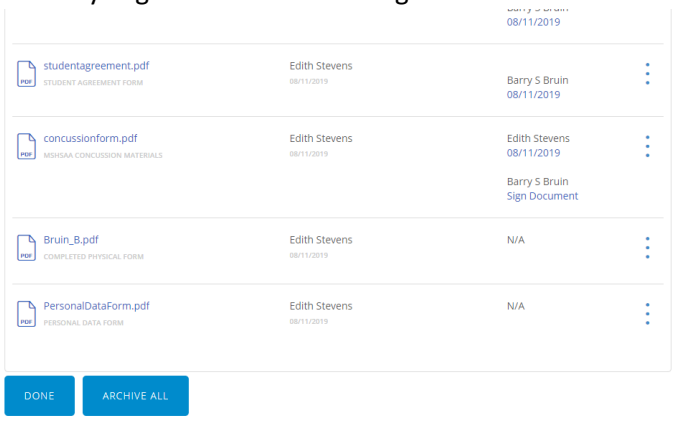
5. Parent/Guardian and Student Athlete must read the **MSHSAA Concussion Materials**, and re-sign and submit the acknowledgement. This is required annually by MSHSAA. (E-signatures, saved in your PRIVIT account in the previous year, remain available for use.)
6. Parent/Guardian and Student/Athlete must complete, apply their e-signatures and submit **Interim Medical History**. This is required annually by MSHSAA. (E-signatures, saved in your PRIVIT account in the previous year, remain available for use.)
7. Parent/Guardian must update (if necessary), re-sign by applying their E-signature and submit the **Parent Permission Form**. This is required annually by MSHSAA. (Data entered in previous

year remains present on the form. E-signatures, saved in your PRIVIT account in the previous year remain available for use.)

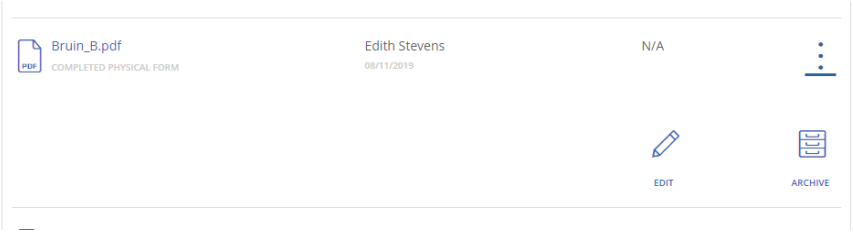
8. Student/Athlete must update (if necessary), re-sign and submit the **Student Agreement**. This is required annually by MSHSAA. (Data entered in previous year remains present on the form. E-signatures, saved in your PRIVIT account in the previous year, remain available for use.)
9. Parent/Guardian and Student/Athlete must review data, update where necessary (grade, years in sport, etc.), and resubmit the **Personal Data Form**. This is required annually by RBHS. Data entered in previous year remains present on the form and should be updated to reflect the student's new school year.
10. Parent/Guardian and Student Athlete must read the RBHS **Athlete Handbook ,** and re-sign and submit the acknowledgment. This is required annually by Rock Bridge High School.
11. Pre-Participation Physical Examination: MSHSAA has extended the validity of physicals to two years from the date of the physical examination as recorded by the medical professional on the examination form. ***The MSHSAA physical form must be completed in full including the student/athlete's name and date of birth clearly labeled at the top of the form, a clearance checked by the appropriated medical professional, the signature of the medical professional administering the physical exam and the date of the exam affixed by the same medical professional. Please ensure that these requirements have been met.***
    a. If your previously submitted physical has not expired, it should remain on the student athlete's profile. You need not do anything else.
    b. If you have obtained a new physical, you may upload it to replace one already on file.
        - Go to the **Manage Documents** feature near the bottom of the student/athlete's main profile page and click on it.



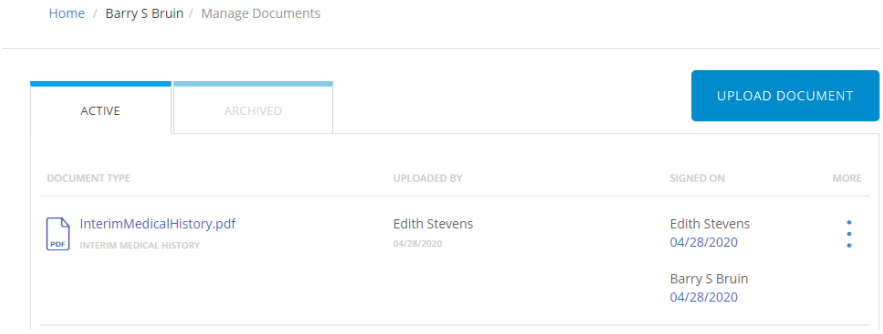
- Find the “older” physical in the list of documents and then click on the three vertically aligned dots to the far right of the document name.



- Click on the file cabinet icon above the label **Archive**.



- A confirmation dialog box will appear. Click **Confirm** to remove the “older” physical.
- You will be directed to the document management page. Before uploading your new physical examination form, you will need to take a **clear** photo(s) of your completed form with a smartphone or tablet, or to scan the completed form into your computer.
- Click **Upload Document** near the top right.



- Click **Choose File** to locate your new physical document photo or scan on your device or to take a photo on your smartphone/tablet.
- From the drop-down menu next to Document Type, select **Completed Physical Form**.
- Click **Upload**.

- 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.

c. Check that the student athlete's Physical Examination form will not expire during the season of a sport. If the physical expires during the season, the athlete will be required to sit out the remaining season until a new physical is on file.

Once the required E-signatures have been applied to the necessary completed forms, the signed documents become available automatically to 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. An authorized staff member at the school will update the "Pending" or "Needs Update" clearance status. Status is not automatically updated.

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