Welcome to the University of Alberta Athletics Online Pre Participation Evaluation

All Student Athletes are required to fill out an annual Pre-Participation Evaluation. This evaluation will consist of gathering your demographics, medical history, insurance information and emergency contact information. It will also require you to sign a consent form. Additionally, ALL athletes NEW to Golden Bears & Pandas Athletics are required to see a physician for a physical. This process is mandatory and participation in any team event/function will not be permitted until fully completed. The instructions below will allow you to create an online health profile that you will continue to update and use in future years as a student athlete. Follow the 8 steps below to complete your required medical clearance status. (These registration instructions are ONLY for student athletes who are under the age of 18 and require a Parent/Guardian to register their information.)

Contact Privit’s Support Desk at 1-844-234-HELP (4357) available Monday – Friday 8:00 AM - 5:00 PM EST if you have any TECHNICAL questions during the process. For anything UAlberta specific, please contact Varsity Health (varsityhealth@ualberta.ca)

Before you start, make sure to have the following information on hand:

- Email Address and Password for Student Athlete (create a password to remember in future years)
- Family Medical History
- Personal Medical History
- Primary Health Insurance (Provincial Health Card #)
- Secondary Insurance (Supplemental Health & Dental Insurance)
- Emergency Contact Information

Click on this website link ualberta.privitprofile.ca or enter it into your browser (Note: there is no www.)

**Step 1**: Click REGISTRATION to create an account with Privit. As a parent/guardian for a student athlete under the age of 18, make sure you select your role as Parent/Guardian.

- You will then be directed towards the Home page. On the left underneath your name click on "Add Member". A new page will open where you can complete your athlete’s information. You will then be taken to a page that says Copy Data. Select the grey “Cancel” tab at the bottom and you’ll be taken back to the Home page. When adding an athlete, check the ‘Enable Login’ box and provide the athlete’s email address and create a password for them.
Be sure that the athlete's name is below your name on the Home page. Select their name and a new Home page will appear with information to complete for the athlete.

**Step 2**: From the Home page, scroll down to the UPDATE tab beside JOINED TEAMS and select your team, click done

**Step 3**: Click the START tab beside the PERSONAL DETAILS section to provide demographic information. (Section 2 Primary Insurance, select “Provincial Health Card #) Once all 4 sections are complete click SAVE & EXIT. From the Home page, make sure it is indicating 100% complete in order to access the E-PPE questionnaire.

**Step 4**: Click the START tab beside the E-PPE QUESTIONNAIRE section to provide your personal and family medical history details. Complete all 12 sections then SAVE & EXIT. Make sure it is indicating 100% complete on the Home page. *Be sure to check the box at the bottom that states “I have thoroughly read all questions on this page and answered them to the best of my knowledge.”

**Step 5**: Click the START tab beside the SECONDARY INSURANCE. Once completed, click SUBMIT. Then click the blue SIGN tab. A new message will appear, click the blue tab “Create New Signature”. 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 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. On the Home page under this form, it will now indicate Student/Athlete click here to sign. Click on that and repeat the same process to create and apply the Student Athlete’s e-signature.

**Step 6**: Click the START tab beside CONSENT TO DISCLOSE. Fill out all the required information. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. On the Home page, it will now indicate Student/Athlete click here to sign. Apply the Student Athlete’s e-signature to the form.

**Step 7**: THIS SECTION IS ONLY FOR ATHLETES NEW TO THE UOFA. From the Home page scroll down to the blue PRINT DOCUMENTS tab (your PERSONAL DETAILS & E-PPE QUESTIONNAIRE must both indicate 100% complete in order to access). Within PRINT DOCUMENTS check the boxes beside the Privit Profile Medical History Summary and Physical Examination Form to print both forms. The student athlete will then take these forms with them to their required physical examination and have the Exam Form signed by a physician or doctor. PRINTING THESE FORMS IS ONLY APPLICABLE TO NEW ATHLETES.

**Step 8**: THIS SECTION IS ONLY FOR ATHLETES NEW TO THE UOFA. Once the Physical Examination Form is signed by a Physician/Doctor, you are then required to upload this form
back into your health profile. You can do this on your smartphone or mobile device by entering
in ualberta.privitprofile.ca (There is no www.) into the browser on your phone. Log in to your
account again.

• From the Home page scroll down and select the blue MANAGE DOCUMENTS tab. A new page
will open where you will click on the blue UPLOAD DOCUMENT tab.

• From here select “Choose File” and it will ask you to take a photo with the camera on your
phone. Take a photo of the signed Physical Examination Form.

• Then select the “Document Type” as Physical Examination Form, then click the blue UPLOAD
tab. Once the Upload is complete you’ll be directed to the Manage Documents where you
should be able to see a copy of all your documents. Click done and return to the Home page.

• Alternately, from your computer, you can scan the document and upload to Privit.

On the Home page, the completion status bar should be green and indicating SUBMISSION
COMPLETE after Step 8 is properly completed. This means you are finished registration. If the
completion status bar is still orange and indicating SUBMISSION INCOMPLETE, click on the
status bar and it will indicate what still needs to be completed. The grey clearance status bar at
the top of the Home page will continue to show “PENDING” until you are cleared by the
Athletic Department’s medical staff.

RETURNING ATHLETES: Once you have completed up to STEP 6, Varsity Health will upload your
Doctor Clearance Form to your account for you.