



Welcome to the University of Alberta Athletics Health Profile,

1st Year Student Athletes are required to receive an annual physical examination to gain medical clearance by the athletic department prior to participation in your sport. This involves going to see a physician/doctor and having them sign your Exam Form. 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 the 8 steps below to complete your required medical clearance status. (These registration instructions are ONLY for 1st year student athletes who are 18 yrs of age or older)

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

- Email Address and Password (create a password to remember in future years)
- Family Medical History
- Personal Medical History
- Primary Health Insurance (Provincial Health Card #)
- Secondary Insurance

Contact Privit's Support Desk: 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Center](#) if you have any questions during registration.

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. Make sure you select your role as Student 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 electronic 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 signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page. On the Home page under this form, there will be a green check mark indicating *Signed by Student/Athlete*

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 under this form, there will be a green check mark indicating *Signed by Student/Athlete*

Step 7: From the **Home** page, click the blue SIGN tab beside **SIGN DOCUMENTS**. A new page will open with a list of reports. Underneath *Privit Profile Medical History Summary* select the blue highlighted **Student/Athlete click here to sign**. Apply your e-signature to the document. Click DONE to return to the Home page.

Step 8: From the Home page scroll down to the blue **PRINT DOCUMENTS** tab. Within **PRINT DOCUMENTS** check the boxes beside the **Privit Profile Medical History Summary** and **Physical Examination Form** to print both forms. You will then take these forms with you to your required physical examination and have the Exam Form signed by a physician or doctor. (Note: your **PERSONAL DETAILS & E-PPE QUESTIONNAIRE** must both indicate 100% complete to access **PRINT DOCUMENTS**).

Step 9: 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.



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 update.