CREATING YOUR MERCY PRIVIT ACCOUNT

Your Mercy Privit Profile can be completed on your computer, tablet, mobile or any device connected to the internet. It's important to complete all your student's information as you will continue to use this profile in future years at Mercy. Below are the steps that will need to be completed for your daughter's Privit Profile.

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

As a Parent/Guardian, you will register an account, then add your student to the account and complete only their information. Start at mercymarlins-mi.e-ppe.com .

NOTE: If you have already registered, do NOT register again. If you have an existing account and need to add an additional student, log in and go to Step 2.

1. If you are new to Privit, from https://mercymarlins-mi.e-ppe.com/index.jspa, click **Register**.
2. Please register with your name, email address, and create a password**. MAKE CERTAIN TO SELECT PARENT/GUARDIAN AS YOUR ROLE.**
   a. You must create a Parent account in order to create a Student Account.
3. When you are finished, click **Sign Up**.

Step 2: Add Student(s) to your account

1. Click Add Member on the left side of the home page.
2. Enter your student's first name (and last name if different), date of birth, and gender.
3. If you already have information entered, you can copy any applicable data.

Step 3: Student Information

Click on your student's name and you'll be directed to their Home screen.

Step 4: Join Class & Team(s)

From the Home screen you will see a tab that says **Joined Grade Level/Teams**. Click the blue tab next to Joined Teams and a new page will open. Check the box next to the appropriate grade and on teams your student plans to join (*e.g., Class of 2021, Transfer Student, PE, & Lacrosse*). Then click **Done** at the bottom of the page when finished.

Step 5: Complete the Personal Details section for the student athlete

1. Click on your student's **Name.** Then begin completing or updating 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 6: Complete the remaining forms for the student

1. All forms are located on the Student Home screen. There are seven forms necessary for all Mercy Students.
   - Pre-Participation History Form
   - Consent and Insurance Form
   - Emergency Verification Form
   - Concussion Form
   - Permissions Form
   - Medical Treatment Release Form
   - Valid Physical Forms (performed on or after 4/15/2019)

Please be as thorough as possible when completing Medical & Emergency information.

While we hope to never need it, it is important to have complete and accurate information in the event of an emergency.

2. 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**.
3. A pop up will appear to review or sign the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** button.
4. With your curser on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, select **Home** near the top left of the screen.

Step 7: Student Signatures

1. From your student's Home screen, click **Student/Athlete click here to sign** and you will be taken to a page to create an electronic student signature. Select the blue **Create New Signature** button.
2. With your curser on a computer or with your finger from a tablet/mobile device, create the student's signature or initials. Check the box that you attest, then click the blue **Save** tab. You will see your student signature displayed. Select **Done** to return to the home page. '
3. To apply e-signature, click **Student/Athlete click here to sign** from the home page.

IMPORTANT: Please do NOT ARCHIVE Documents.

Step 8: Print a Physical Form

Once you have completed the Pre-Participation history Form, you can print and bring completed form to healthcare provider for signature.

1. From your student's Home screen, scroll down to **Print Documents.**
2. Click **Print** next to the Pre-Participation History Form.
3. Print as you normally do from your device, take form to health care provider.

Step 9: Upload a Physical Form

A valid physical must be signed and dated by a Physician, Physician's Assistant, or Nurse Practitioner on or after 4/15/2019.

1. Scan the signed physical form, or use your phone/tablet to take a CLEAR picture.
2. From your student's Home screen, scroll down to **Manage Documents.**
3. Click the blue **Upload Document** option.
4. Select your saved scan/picture and Document Type (Completed Physical Form), then click **Upload**.

If you need assistance, please contact the Privit Help Center at 844-234-4357 (Monday – Friday 8:00 AM to 5:00 PM ET), visit www.support.privit.com, or email kmscalzi@mhsmi.org.

Once the required e-signatures have been applied to the necessary forms, the completed documents will be available for review. 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 Mercy will update "Pending" or "Needs Update" **Clearance Status** after reviewing physical, the status is not automatically updated.