

Welcome to Privit Profile for Mercy High School,

This document provides instructions to complete the athletic forms for your student's participation. Information can be completed on your computer, tablet, mobile or any device connected to the internet. It's important to thoroughly complete all your student's information as you will continue to use this profile in future years at the school.

Below are the items that will need to be completed within your student's Privit Profile:

1. Register/Login with one Parent's/Guardian's name here: mercymarlins-mi.e-ppe.com
2. Add student(s) to your account by selecting Add Member.
3. Join Appropriate Class & Team(s)
4. Complete all necessary athletic forms and apply necessary Parent/Guardian and Athlete e-signatures:

- Personal Details (Complete to 100%)
- Emergency Verification Form (Parent/Guardian and Student e-signature required)
- Concussion Form (Parent/Guardian and Student e-signature required)
- Model Release Directory Consent (Parent/Guardian and Student e-signature required)
- Medical Treatment Release (Parent/Guardian e-signature required)



Once the required information has been completed and 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 on the student athlete's Home screen will turn green and indicate **Submission Complete** after all the forms have been completed properly. If the status bar is 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.

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

For detailed instructions on each step listed above, please refer to the instructions below.

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 creating your account by selecting or enter the link mercymarlins-mi.e-ppe.com then follow the steps below.**

1. If you've registered an account from a previous year, click **Log In**
2. From the landing page, click **Register**.
3. Please register with your name as a parent, 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(s) to your account:

1. On the Home page click the **Add Member** button on the left side of the page. (This will add your student 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's first name (and last name if different), date of birth, and gender.
 - Ignore Enable Login and then click **Add Member**. You will now see your student name listed on the Home page.

Step 3: Student Information: From your Student's Home screen, click on this form and select YES if your student is participating in Athletics/Phys ed. or NO if they are a general student.

Step 4: Join Class & Team(s):

1. Click on your student's name and you'll be directed to their Home screen. 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, class, or team, your student plans to participate on. 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:

- 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**.
- 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.
- 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.
- **Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.**
- Some of the forms also require an student's signature. See **Step 7** below for instructions on applying an student's electronic signature to forms.
 - Personal Details (Complete to 100%)
 - Emergency Verification Form (Parent/Guardian and Student e-signature required)
 - Concussion Form (Parent/Guardian and Student e-signature required)
 - Model Release Directory Consent (Parent/Guardian and Student e-signature required)
 - Medical Treatment Release (Parent/Guardian e-signature required)

Step 7: Student Signatures:

1. From your student's Home screen, click the blue font **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 and then click the blue **Save** tab. You will see your student signature displayed. Select **Done** to return to the home page.
3. From the Home page, click the blue font **Student/Athlete click here to sign** again. Once you have created a student e-signature, you will not be required to repeat this process. You will be able to apply this student e-signature anywhere an student e-signature is required on the forms.



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.



Privit Profile App: Privit offers a mobile app for the Parent/Guardian and the student. It's free to download for both Apple iOS devices and Android devices.