

Welcome Back to Privit Profile

This document provides Privit Profile instructions to parents of returning student athletes at Chattahoochee High School who already have a Privit account. Your account can be accessed, information updated as needed, and then your e-signature applied using your mobile device, laptop, tablet or any device connected to the internet. Below are the general steps to complete the required items within your student's Privit Profile. ***More detailed instructions are included below on pages 3-5 of this document. Please note: All forms must be completed and on file in order to participate in athletics.***

1. Go to the Privit site for Chattahoochee high school: <https://chattahoocheecougars-ga.e-ppe.com/index.jspa>
2. Login with your Parent's/Guardian's email address and the password established previously when using the site. 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. Join your athlete(s) to the Appropriate Team(s).
4. Update as needed all necessary athletic forms and apply necessary Parent/Guardian and Athlete e-signatures:
 - Personal Details (Complete to 100%)
 - Pre-Participation History Form ([Parent/Guardian and Athlete e-signature required](#))
 - Concussion Awareness Form ([Parent/Guardian e-signature required](#))
 - Transportation Release ([Parent/Guardian e-signature required](#))
 - GHSA Handbook Form ([Parent/Guardian and Athlete e-signature required](#))
 - Verification of Insurance Form ([Parent/Guardian e-signature required](#))
 - Emergency Contact Form ([Parent/Guardian and Athlete e-signature required](#))
 - Application to Participate Form ([Parent/Guardian and Athlete e-signature required](#))
 - Emory Athletic Packet Form ([Parent/Guardian and Athlete e-signature required](#))
5. Print to take to student athlete's physical:
 - Pre-Participation History Form
 - Blank Physical Form ([Doctor will sign this form](#))
6. Submit the completed and signed (by parent and by doctor) Physical Form to the Chattahoochee HS office or coach of the student athlete's team. Do not upload into Privit.
7. Upload front and back of Medical Insurance Card

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
Detailed instructions are available below (on pages 2-4)

Please note: All forms must be completed and on file in order to participate in athletics.

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

1. As a Parent/Guardian, start by selecting or enter the link associated with Chattahoochee high school: <https://chattahoocheecougars-ga.e-ppe.com/index.jspa>

Enter your email address associated with your Privit account and your password, and then click **Login**. If you do not remember your email address and/or password, click **Login** and then click the **Forgot Password** feature or contact the Privit Help Center at 844-234-4357.

Step 2: Join Team(s):

1. Click on your student athlete's name and you'll be directed to their Home screen. From the Home screen you will see a tab that says **Joined Teams**. To join a team, click the blue tab next to Joined Teams and a new page will open. Check the box next to the appropriate team(s) your student plans to participate on and click **Done** at the bottom of the page when finished.

Step 3: Update as needed the Personal Details section for the student athlete:

1. Click on your student athlete's **Name**. Then begin making any updates (if needed) to 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 4: Update as needed the Pre-Participation History Form for the student athlete:

1. Click **Start** to the right of the form. Update any fields with a red asterisk (*) as needed.
2. Make certain you complete this form and update it thoroughly as you will continue to use this profile in future years. This will prevent any redundant steps.
3. Once all fields are completed, click **Submit or Save & Exit**.

Step 5: Complete/update the remaining forms for the student athlete:

1. Click **Start** to the right of the form. Update/complete all the fields with a red asterisk (*). When you have finished answering this form, click **Submit**.
2. A pop up will appear to review or sign the document. Click the blue **Sign** button and your previously-established e-signature will appear. You may then apply this to the form.
3. Some of the forms also require an athlete's signature. See **Step 6** below for instructions on applying an athlete's electronic signature to forms.
 - Concussion Awareness Form ([Parent/Guardian e-signature required](#))

- Transportation Release ([Parent/Guardian e-signature required](#))
- GHSA Handbook Form ([Parent/Guardian and Athlete e-signature required](#))
- Verification of Insurance Form ([Parent/Guardian e-signature required](#))
- Emergency Contact Form ([Parent/Guardian and Athlete e-signature required](#))
- Application to Participate Form ([Parent/Guardian and Athlete e-signature required](#))
- Emory Athletic Packet Form ([Parent/Guardian and Athlete e-signature required](#))

Step 6: Student Athlete Signatures:

1. From your student athlete's Home screen, click the blue font **Student/Athlete click here to sign** and your previously established Student/Athlete signature will be displayed. You may then apply it anywhere an athlete e-signature is required on the forms.

Step 7: Printing Forms:

1. A copy of the forms you need to print can be found by clicking the blue Print Documents tab on the student's home page.
2. **Only** click Print next to the **Pre-Participation History Form** (which you have already completed electronically) and **Blank Physical Form**.
3. Bring the **Pre-Participation History Form** and **Blank Physical Form** to the student's required Physical Examination.
4. When the **Blank Physical Form** has been signed by the doctor, please drop of the signed document (also signed by parent) at the Chattahoochee HS office or give it to your student athlete's coach.

Step 8: Upload Medical Insurance Card Information:

Before uploading, you will need to either take a photo of the front and back of your Medical Insurance Card with your tablet or smartphone or scan the images into your computer*. If you are using a smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone, Google Chrome or whatever you select on Android) and type in the school's Privit website: <https://chattahoocheecougars-ga.e-ppe.com/index.jspa>

Then **login to your account**.

1. Click **Manage Documents** from the student athlete's home screen. Next, click **Upload Document** near the top right.
2. Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)

3. Then from the drop-down next to **Document Type**, select the corresponding document type from the list:
 - Medical Insurance Card
 - Medical Insurance Card (back)
4. Click **Upload**. (Also, there is an optional ability to add a comment.)
5. 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.
6. Upload both the Medical Insurance Card front and Medical Insurance Card back.
7. For further assistance on Uploading Documents, please click [here](#).



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 athlete. It's free to download for both Apple iOS devices and Android devices. Download for iOS from the Apple Store and for Android from Google Play.