

## Welcome to Privit Profile for Gateway Science Academy Athletics

This document provides instructions to complete the Privit Profile process, which is used to securely collect and store all documents for participation in athletics at Gateway Science Academy.

Your account can be setup/accessed, information completed, and your e-signature applied using your mobile device, laptop, tablet or any device connected to the internet. It's important to thoroughly complete all your student athlete's information as you will continue to use this profile for their athletic participation in future years at the school. Below are the general steps to complete the required items within your student's Privit Profile. **More detailed instructions are included below on pages 2-4 of this document. Please note: All forms must be completed and on file in order to participate in athletics.** Below are the steps that will need to be completed within Privit Profile:

1. **Register/Login with one Parent's/Guardian's name at the Privit site for Gateway High School:** <https://gsastl-mo.e-ppe.com/index.jspa>
2. **Add athlete(s) to your account by selecting the Add Member button.**
3. **Join your athletes to the Appropriate Team(s) they will be participating on.**
4. **Complete/Update all necessary athletic forms and apply necessary Parent/Guardian and Athlete e-signatures:**
  - Personal Details (Complete to 100%)
  - Parent Permission Form ([Parent/Guardian e-signature required](#))
  - Pre-Participation History Form ([Parent/Guardian and Athlete e-signature required](#))
  - Parent Permission Form ([Parent/Guardian e-signature required](#))
  - Student Agreement Form ([Athlete e-signature required](#))
  - MSHSAA Concussion Material ([Parent/Guardian and Athlete e-signature required](#))
5. **Print for student athlete's physical:**
  - Pre-Participation History Form
  - Blank MSHSAA Physical Form ([Doctor will sign this form](#))
6. **Upload completed MSHSAA Physical Form and a photo/scan of your Medical Insurance Card into student's profile.**



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 or visit [www.support.privit.com](http://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 athlete to the account and complete only their information. Start creating your account by selecting or enter the link <https://gsastl-mo.e-ppe.com/index.jspa> 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 athlete(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 athlete 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 athlete'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 athlete's name listed on the Home page.

**Step 3: 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 4: Complete or Update As Needed the Personal Details section for the student athlete:**

1. Click on your student athlete's **Name**. Then begin completing or updating as needed the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Complete or Update as needed 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 5: Complete or Update the Pre-Participation History Form for the student athlete:**

1. Click **Start** to the right of the form. Complete or Update as needed all fields with a red asterisk (\*).
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 6: Complete the remaining forms for the student athlete:**

1. 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**.
2. 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.
3. With your cursor 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.
4. **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.**
5. Some of the forms also require an athlete's signature. See **Step 7** below for instructions on applying an athlete's electronic signature to forms.
  - Parent Permission Form ([Parent/Guardian e-signature required](#))
  - Student Agreement Form ([Athlete e-signature required](#))
  - MSHSAA Concussion Material ([Parent/Guardian and Athlete e-signature required](#))

**Step 7: Student Athlete Signatures:**

1. From your student athlete'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 athlete signature. Select the blue **Create New Signature** button.
2. With your cursor on a computer or with your finger from a tablet/mobile device, create the athlete's signature or initials. Check the box that you attest and then click the blue **Save** tab. You will see your athlete 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 an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required on the forms.

### **Step 8: Printing Forms:**

1. A copy of the forms you need 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** and **Blank MSHSAA Physical Form**
3. Bring the **Pre-Participation History Form** and **Blank MSHSAA Physical Form** to the student's required Physical Examination
4. When this form has been signed by the doctor, please upload only the **MSHSAA Physical Form** into your student athlete's account (Follow Step 9 below)

### **Step 9: Uploading the MSHSAA Physical Form and Medical Insurance Card**

Before uploading, you will need to either take a photo of the **MSHSAA Physical Form** and your **Medical Insurance Card** with your tablet or smartphone or scan the documents into your computer\*. If you are using a smartphone or tablet to upload, please open the internet browser (Safari on the iPhone) and type in the school's Privit website <https://gsastl-mo.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. From the drop-down next to Document Type, select the appropriate category: **Completed Physical Form** or **Physical Form**. (Also, there is an optional ability to add a comment.)
4. Click **Upload**.
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. Complete uploading both documents.
6. 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.