INSTRUCTIONS TO COMPLETE YOUR e-PPE – YOUR PRIVIT PROFILE FOR LAMAR UNIVERSITY

You will be sent a link to Lamar University’s unique PrivIT Profile from the Department of Athletic Training at Lamar University. It is your responsibility to accurately complete your PrivIT Profile prior to your arrival at pre-participation physical exams at Lamar University!

If you are under 18 years old, a parent or guardian must sign your paperwork also. (see pg 2)

All student-athletes: We recommend that you and a parent or guardian complete your Privit Profile together to ensure the greatest accuracy of your medical history.

Steps to complete your Privit Profile for Lamar University Intercollegiate Athletics:

1. Follow the link you were sent and select ‘Register’ to create your profile log-in. Please use your legal name when you create your account.
2. When you log-in, you first arrive at the ‘Welcome Message’. This provides information helpful to completing your PrivIT Profile.
3. Complete ‘PERSONAL DETAILS’, including:
   a. Have all medical and dental insurance information available to input
   b. Have personal physician name and contact number
   c. Have emergency contact(s) name(s) and phones/addresses available
4. Complete “E-PPE QUESTIONNAIRE”, including:
   a. Basic medical history
   b. Current medications
   c. Immunization history
   d. Injury history
5. Click on ‘MANAGE TEAM MEMBERSHIPS’
   a. Check ONLY the team(s) you participate on for Lamar University
6. Click on ‘MANAGE ACCOUNT’
   a. Select ‘MANAGE YOUR E-SIGNATURE’
   b. Follow instructions to Create A New Signature (If student-athlete is under 18, this MUST be done by a parent/guardian)
   c. Return to the Home page when finished creating a signature

There are a few documents that you need to e-sign on your PrivIT Profile. Continue instructions on next page →
SIGNING DOCUMENTS ON YOUR PRIVIT PROFILE FOR LAMAR UNIVERSITY

All of the following documents are found under the ‘PRINT DOCUMENTS’ button on the home page of your PrivIT Profile. **ALL STUDENT-ATHLETES:**

DOWNLOAD, SAVE TO YOUR COMPUTER & READ THE FOLLOWING DOCUMENTS:

1. 2015-16 Nutritional Supplement and Drug Testing
2. 2015-16 Student-Athlete Concussion Information
3. 2015-16 Student-Athlete Informed Consent
4. 2015-16 Student-Athlete Insurance Coverage Policy

After you have read those documents, you must go to the ‘MANAGE DOCUMENTS’ button on your PrivIT Profile and for each of the four documents above:

1. Select Upload Document
2. Select the document you want to upload from your computer (from the list above)
3. Select the appropriate document type:
   a. Nutritional Supplement and Drug Testing
   b. Concussion Information
   c. Informed Consent
   d. Insurance Coverage Policy
4. Click ‘UPLOAD’
5. The sign document function will automatically appear. *(If you are under 18 – your Parent/Guardian signature is required.)*
   a. Check the box that you “have read and agree to the content of this document”
   b. Click ‘SIGN DOCUMENT’
6. Repeat until all four of the above documents are signed under the ‘MANAGE DOCUMENTS’ section of your PrivIT Profile.

**IF YOU ARE 18 – YOU ARE FINISHED WITH YOUR PAPERWORK (YOU DO NOT NEED TO PRINT ANYTHING)! YOU WILL STILL REQUIRE A PHYSICAL EXAM WITH A LAMAR UNIVERSITY TEAM PHYSICIAN. PHYSICAL EXAM DATES AND TIMES MAY BE FOUND HERE:**


*IF YOU ARE UNDER 18, PLEASE CONTINUE ON TO PAGE 3 ➔*
PRINTING DOCUMENTS FROM YOUR PRIVIT PROFILE FOR LAMAR UNIVERSITY

As a student-athlete under the age of 18, you and your parent/guardian must print and sign three documents that are in your PrivIT Profile.

Access the ‘PRINT DOCUMENTS’ section of your profile and print the following:

1. Consent to Participate
2. e-PPE Medical History Summary
3. Acknowledgement of Insurance Requirements

Both the student-athlete and the parent/guardian MUST sign these documents (in ink) and bring to the Department of Athletic Training at the time of your physical exam with a Lamar University team physician.