



Welcome Back to PRIVIT Profile!

St. Teresa's Academy is partners with PRIVIT®, a Columbus based company, to automate the process of the Missouri State High School Athletics Association Pre-Participation Evaluation required for athletic participation at St. Teresa's Academy.

- This information is separate from the St. Teresa's Academy Health and Immunization Form and must be submitted prior to your daughter trying out for an athletic team.
- **A new medical exam must be completed and submitted every two years your daughter participates in athletics at STA, unless stated by a physician that the physical is valid for only one year.**
- **All other documents listed on the Privit home page must be updated every one year.**

This document provides instructions to athletes, parents and/or guardians on updating the PRIVIT Profile process. The information can be updated on your mobile device, laptop, tablet or any device connected to the internet.

Steps to update an athlete account within PRIVIT Profile™:

1. **Log into an existing account in parents name here:** <https://stteresastars-mo.e-ppe.com/>
2. **Update all existing athletes' forms.**
3. **Upload current physical form completed by doctor.**
4. **Resubmit STA Student Transportation Consent and Release and upload current proof of auto insurance card (if applicable).**
5. **Apply athlete electronic signatures**
6. **Add daughter to Joined Teams.**



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.

For detailed instructions for each step listed above, please refer to pages 2-3 of this document.



Step 1: Log into your Parent/Guardian Account:

As a parent/guardian, you are going to log into the account in your name, then maintain/update the athlete's information. Log into your existing account by selecting or entering the following link <https://stteresastars-mo.e-ppe.com/> then follow the steps below:

1. From the landing page, click **Log In**.
2. If you do not remember your user name/password, please contact the Help Center at 844-234-4357 or visit <https://support.privit.com/hc/en-us/requests/new?>.

Step 2: Update Existing Forms:

1. Click the **Start** button to the right of each section on your daughter's dashboard.
2. Complete each form with the most recent and accurate information.
3. Click the **Submit** button on the LEFT side of the screen submit information; Click **Save** if you must stop and return to finish submission at another time.
4. The document will then show as Completed from your daughter's dashboard.

Step 3: Upload current physical form completed by doctor:

1. Click **Update** to the right of *Physical Form (Download Only)* to access the physical form. Print this form out and take it with you to your physical. Your physician will need to fill out this form and return it to you. **After your physical exam, please upload your completed form to your PRIVIT account by following steps 2 - 6 below.**
2. Click **Upload** to the right of Upload Documents when you have a completed physical to upload.
3. Click **Choose File** to select your document



Clicking **Choose File** on a mobile device or tablet will open up your device's camera, prompting you to either choose a photo from your library or take a new picture to upload.

4. Click **Document Type** and select Physical Form from the drop-down menu. You also can add a comment if you would like to provide additional info for your coaches and trainers.
5. When you are finished and are ready to upload your document click **Upload**.



Step 4: Update the STA Transportation Consent and Release and update Proof of Auto Insurance - (If permission was given on Transportation Release for your student athlete to drive other students to and/or from activity events and practices.)

1. Click **Start** to the right of Student Transportation Consent and Release Form to access the form. After completing the form, and if consent was given for your student athlete to transport themselves and other students to and/or from activity events and practices, **please upload a copy of the student athlete's current proof of auto insurance to your PRIVIT account by following steps 2 - 6 below.**
2. Click **Manage Documents** and you will be directed to the Manage Documents page
3. Click **Upload Document** to upload a document to your profile
4. Click **Choose File** to select your document



Clicking **Choose File** on a mobile device or tablet will open up your device's camera, prompting you to either choose a photo from your library or take a new picture to upload.

5. Click **Document Type** and select Proof of Auto Insurance from the drop-down menu. You also can add a comment if you would like to provide additional info for your coaches and trainers.
6. When you are finished and are ready to upload your document click **Upload**.

Step 5: Add daughter to Joined Teams:

After completing the forms, you MUST join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the correct team(s) your athlete will be joining.



You cannot skip step #5 as it is critical for your athlete's coaches and athletic trainers will be able to review and approve your documents, and see your athlete on the team roster.