

Existing Privit Account - update instructions

Parents:

To transition your student's Student Health Profile from the current school year to next school year please log into Privit and re-sign the yearly documents for your student. The forms are only good for one school year and must be submitted each year. You will also need to restore or upload a valid physical. This should only take about 5 to 10 minutes. Instructions are below.

Instructions:

- Update and re-sign the following forms.
 - Pre-Participation History Form
 - GHSA Heat Policy Form
 - GHSA Concussion Form
 - Sudden Cardiac Arrest Form
 - Athlete Code of Conduct
 - Parental Consent
- The information you provided the last time you updated the form is still there. Verify the information is correct then click "Submit" at the bottom of the form.
- In the next pop up, click "Sign"
- On the next page, check the box under your signature that you have read and agree.
 - If you wish to sign for your student click on the button next to "Do you wish to sign this document on behalf of (your student)"
 - Check the box under the student signature that you have read and agree.
- Click "Sign Document"
- Repeat these steps for each form.
- If your student's physical had not expired yet, you will need to restore it from the archived documents.
 - From your Athlete's profile, scroll all the way down to Manage Documents.
 - A page should appear with two tabs, Active and Archived. Click the Archived tab.
 - A page will appear with all the documents that have been archived from your profile. Find the document that you want restored and click the three little dots on the far right.
 - This will pull down a drop down menu with the option to Restore. If you click that the document will be put back into the Active tab.
- If your student's physical had expired, please upload all pages of a current physical in the Upload Document section.
 - Physicals need to be on the current GHSA form (ghsa.net/forms)

Additional Privit help can be found at their website, <https://support.privit.com/hc/en-us>