

SCHS New Privit Account - Parent Instructions

Parents, to get your student setup, follow these instructions:

- Go to this website: <https://sandycreek.e-ppe.com/index.jspa>
- Click “REGISTER”
 - **Parents are the ones who need to create the account**
 - Fill out YOUR information in this step
- Click “ADD STUDENT”
 - Fill out your student’s information
- Click on “Student Signatures” from the parent dashboard
 - It will default to “Manage Family Accounts”, click “Create New E-Signature”
 - Click “Create New E-Signature” again
 - You or your student can create the student signature
 - Check the box to confirm the signature is valid
 - “Save”, “Home”
- Click on the newly created student using the tabs on the left of your dashboard
- Under the section that says "JOINED TEAMS", click "UPDATE"
 - Add your child into the Athletics /Activities team. All students must be on this team to be processed
 - If your student is interested in other teams, you may add them there as well.
 - Click "DONE" at the bottom of the screen
- On your student's profile, complete all sections by clicking “Start” next to each one. After you have filled out the details click on “SUBMIT” at the bottom, then click “Sign” to electronically sign each form. If you created a student signature already you can also sign for your student by checking the box to sign on your student’s behalf. All forms must have a parent and student signature.
 - Personal Details
 - Pre-Participation History Form
 - GHSA Heat Policy Form
 - GHSA Concussion Form
 - Sudden Cardiac Arrest Form
 - Athlete Code of Conduct
 - Parental Consent
- At “Upload Documents” you will upload all pages of your student’s current physical.
 - Make sure you are uploading at least the “Physical Examination Form” AND the “Medical Eligibility Form”
- Once you have completed all the information and uploaded your student’s physical your profile will show “COMPLETE”. The Athletic Department will review your student’s profile and will request more information or approve your student’s profile.
- For activities that do not require a physical (only E-Sports at this time) – The system will show your child's profile as "INCOMPLETE" because you have not uploaded a physical. The Athletic Department will look at each student individually and clear all students manually who have the required information incomplete.
- Additional Privit help can be found at their website, <https://support.privit.com/hc/en-us>