

Returning Privit Users

<https://svasaints-ga.e-ppe.com>

Log in: use forgot password if needed but please ***Do Not create a new account.***

**If you are a returning user, and have a new SVA student, you can add her to your existing account by clicking the add member tab on the left hand side of your home screen.

Once logged in, click on the member who needs updating.

-You will see submission complete/incomplete at the top, but underneath it states, "needs update" in grey.

-Click **blue** update button next to joined teams: choose 2019-2020 teams (if you are asked for passcode then you clicked wrong year)

-Update personal details: all 3 tabs to the left should be updated. Please make sure all information is current and accurate.

-Update preparticipation history form: choose new physical date (after 4/1/2020 even if you haven't gotten a physical yet), check that all information is up to date & add any new information. Thoroughly check over the medications and allergies section. Click submit at bottom of page. A box that says, "A document type of Pre-Participation History Form already exists". Click continue to archive old and replace with new.

Another box will pop up saying, "To review your document, click review. To electronically sign your document, **click sign**". The parent signature comes up first, click the box next to, "I attest I have read and agree to the content of this document and/or all of the information I have provided is accurate to the best of my knowledge." Then click sign document. Then you will be redirected to the manage documents page. Look to the right of the form and you will find your daughter's name and beneath it will say sign document in blue, **click there**. Click the box next to the "I attest" statement then click sign document. Once complete return to home page.

-Update/complete GHSA concussion form, consent for participation, transportation policy and medication release form from home page: follow directions from above (update preparticipation history form directions) After each completed form return to home page

-Acknowledgement of insurance requirements: Please do not forget to upload an updated insurance card. Click manage documents from your home page then click upload documents top right. Choose a file and choose acknowledgement of insurance requirement as document type.

-Upload new physical (4/1/2020 or later): be sure to upload a new physical before you current physical expires. Click manage documents on home page then click upload documents at top right. Choose a file and choose completed physical form for type of document. (Please Print Blank Physical and completed preparticipation history form and take to your primary care physician. From home page scroll down to print documents. Click download next to blank physical and clearance form and print. Then click print next to preparticipation history form.) **You must use new 2019 GHSA physical form. Found on Privit or on SVA Athletics page- 2010 GHSA physical forms will no longer be accepted.)**

Check for completion

-Home Page: there should now be Update next to each form just like when you began. If you see "sign" next to any forms please complete signature.

-Check manage documents from home page: Check the dates next to each document in the "signed on" column and be sure all signatures are current, April of 2020 or later. If so you have completed the updating process.

*If you have any issues or questions with PRIVIT please click the GET HELP button in the top right corner of page. Click submit request or call PRIVIT M-F 8-5 at 1-844-234-HELP (4357)