

Welcome to Privit Profile

Collins Hill High School's Online Sports Physicals

Online Registration MUST be completed prior to taking your physical exam.

Registration can be completed on your mobile device, laptop, tablet or any device connected to the internet.

**If you need assistance with registration, please contact
THE HELP CENTER at 844-234-4357
Monday - Friday, 8 AM to 5 PM.**

Instructions:

1. Go to <https://collinshilleagles-ga.e-ppe.com>
2. Click **REGISTER**.
3. Fill out the registration page with your information as a PARENT.
This will be the information used when accessing your Privit Profile account in the future. Click **REGISTER**.
4. Read the Welcome Message then click **CONTINUE**.
5. On the HOME page click the **ADD MEMBER** button and enter your student's information.
If you have more than one student, you will add each student separately. Click **ADD MEMBER**.
6. On the next screen you are able to copy Family History data and demographic data to other family members (if you have more than one student to register). If not, click **CANCEL**.
7. Click the blue **UPDATE** button to the right of Personal Details and complete to 100%. Click **SAVE & EXIT**.
8. Click the blue **UPDATE** button to right of E-PPE Questionnaire and complete to 100%. Click **SAVE & EXIT**.
9. Click the blue **Update** button to the right of Joined Teams and check the team(s) your student will participate in. Click **DONE**.
10. Click the blue **SIGN** button next to Signed Documents. Scroll to the bottom and click **Signed By Parent/Guardian** under the Parent Consent Form and create your electronic signature. Click **DONE**.
11. You will now need to print the **3** documents you need to take to the doctor for your physical exam.
Click **PRINT DOCUMENTS**. The forms you need to print are in red.
Click the check box next to **PRINT** for each of these forms:

- **Clearance Form**
- **Privit Profile Medical History Summary**
- **Physical Examination Form**

Click **PRINT** at the bottom.

12. Take the 3 forms to your doctor for your physical examination. Once completed and signed by your doctor, you will be able to upload these forms with your mobile device by logging in to your Privit Profile and taking a picture of each form. Instructions for uploading these forms are on the next page.
You may also turn the forms in to your coach or the CHHS Athletics Office.

Instructions for Uploading forms to your Privit Profile using your mobile device:

1. Log in to your Privit Profile.
2. Click **MANAGE DOCUMENTS**
3. Click **UPLOAD DOCUMENT**
4. Click **CHOOSE FILE**
5. Click **TAKE PHOTO** and take a picture of the form
6. Click **DOCUMENT TYPE** and choose the form you are uploading
7. Click **UPLOAD**

Your document should now appear in **MANAGE DOCUMENTS**.