

The Ohio High School Athletic Association requires that physicals be completed online. PrivIT is the online program that collects and manages the forms required of all student-athletes before they may be permitted to participate in a sport. PrivIT accounts are secure and are accessible only to authorized personnel – athletic director, athletic trainer, and head coach.

A student must have a current physical form on file with the athletic department in order to participate in a sport. A physical is considered current for 1 year from the date of the doctor's signature.

In order to complete your child's **PrivIT e-PPE** please have the following information at hand:

- Family Medical History
- Personal Medical History (including physician's name, phone number, etc)
- Allergies, medications, & immunizations
- Primary Health Insurance Information

PrivIT Instructions

1. Click on <https://cardinalhuskies-oh.e-ppe.com/index.jsps> to access your PrivIT profile. The first time you access the site you will need to register with an email and a password. Make sure you remember the password for future reference. If you have already registered for another child, you do not need to register again. Skip to # 3 below. After clicking REGISTER a welcome message will appear. Click CONTINUE to access the PrivIT e-PPE site.
2. Complete your child's PERSONAL INFORMATION/DEMOGRAPHICS section. There are six components to this area. **Important: By completing this section your child's demographic information can be copied to prepopulate other family member's PrivIT e-PPE information from the home page.**
3. On the home page, under the registered name, click the ADD MEMBER button. This will allow you to add your child's name if you already registered yourself. It will also allow you to add other family members if necessary.
 - a. Enter your child's first name (and last name if different)
 - b. Click ADD
 - c. On the next screen you will be able to copy PrivIT e-PPE family history data and demographic information from other family members.
 - d. Confirm the information you want copied from other family members and click COPY DATA.
 - e. You will now see your child's name listed under Family Members and you can begin completing your child's PrivIT e-PPE.
 - f. Complete the Personal Details section and when finished click SAVE AND EXIT.
 - g. You will be taken to the introduction page of the PrivIT e-PPE Questionnaire. Click START. Complete all 17 components of the Questionnaire. You need to complete each section with 100% completion. We recommend completing the Questionnaire all at once. You are able to click the SAVE AND EXIT button (located at the bottom of each page of the Questionnaire) to allow you to finish at a later date if needed. **Important: In order for a component to be 100% complete you need to answer all of the mandatory questions (marked with a red asterisk) and check the box at the bottom that states, "I**

have thoroughly read all questions on this page and answered them to the best of my knowledge.” You will not be able to print your forms until this step is complete. Once all of the sections are completed a blue box will appear. Click FINISHED.

- h. After completing your child’s PrivIT e-PPE Questionnaire you **must** add your child to the teams he or she will be participating in that academic year. Click MANAGE YOUR TEAM MEMBERSHIPS from the home screen and check the box next to the sports your child will be playing. Click the DONE button at the bottom of the page. **Important: You cannot skip this step as your child will not be eligible to participate in a sport unless they are added to that team. Please double check level (middle school or high school) and gender (boys or girls).**
 - i. After you have completed your child’s PrivIT e-PPE Questionnaire and added your child to teams, you will be able to print the documents you need. Click PRINT DOCUMENTS at the bottom of the home page. There will be several documents that you will need to download and print:
 - i. Physical Examination & Clearance Form
 - ii. Emergency Information
 - iii. Acknowledgement of Insurance
 - iv. OHSAA HIPAA Authorization
 - v. OHSAA Eligibility Statement and Consent
 - vi. Ohio Department of Health Concussion Information Sheet
 - j. After printing all of the required documents click DONE at the bottom of the page. This will take you back to the home page where you can log out.
4. **Important: Make sure all forms are signed by both the parent and the student. Only the physical form goes to the doctor.** Note, the physical form is different than the one used in the past. **Only forms generated and uploaded to PrivIT can be accepted.**
 5. Once your doctor has completed the physical and all forms have been signed, scan and save all of your documents to your computer. You may also use your smartphone to complete this step. Documents should be saved as a pdf file or as a jpeg. Log back in to PrivIT and go to MANAGE DOCUMENTS. Upload all of your documents, not just the physical signed by the doctor.

Need help setting up a PrivIT account? [Visit the PrivIT Help Center \(http://support.privit.com\)](http://support.privit.com)

Have questions about PrivIT? [Visit the PrivIT FAQ page](#)