



### **Welcome to Privit Profile!**

This document provides instructions to students, athletes, parents and/or guardians on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

**If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit [www.support.privit.com](http://www.support.privit.com).**

Steps to complete within Privit Profile™:

- 1. Register an account in parents name here: <https://elkhornsouthstorm-ne.e-ppe.com>**
  - Add athlete(s) to your account
- 2. Complete all required forms for your athlete**
  - Personal Details
  - Activities Department Contract
  - Emergency Information Sheet
  - Notification/Agreement Form
- 3. Apply electronic signatures**
- 4. Join team(s)**
- 5. Print OR UPLOAD Physical Exam Form**

**COMPLETION NOTE:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. The appropriate staff member will manually update the **Clearance Status** for the athlete when they have reviewed the information and when you have turned in the physical form to the school.

For detailed instructions for each step listed above, please refer to pages 2-4 of this document.

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### **Step 1: Register a Parent Account**

As a parent/guardian, you are going to register an account in your name, then add your athlete to the account and complete your athlete's information. **Start creating your account by selecting or enter the link <https://elkhornsouthstorm-ne.e-ppe.com> then follow the steps below.**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again and please refer to #5 below.)
3. Click **Home** at the top of the page.
4. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your athlete to your account; and this section allows you to add other family members if necessary.)
  - Enter your athlete's first name (and last name if different), date of birth, and gender.
  - In addition, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete MUST be different than the email address you registered with) and create a password. (Enabling a login will allow the athlete to e-sign documents later in the process). The click **Add Member**.
  - You should be directed to a Copy Data page. Please select the grey **Cancel** tab at the bottom and you will be taken back to the Home page.
  - You will now see your athlete listed under members. Please click on your athlete's **Name**.

### **Step 2: Complete all required forms for your athlete**

1. From your athlete's profile, begin completing the forms by clicking the **Start** button to the right.
2. Continue and complete each form required.

### **Step 3: Apply Electronic Signatures:**

1. When you have finished each form, click **Submit** near the end of the form.
  - a. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** tab.
  - b. With your curser on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you



will then be on your account management page. Select **Home** near the top left of the screen.

- c. Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature to all forms that require a parent e-signature.
2. Repeat Step 1 for your athlete's e-signature

**IMPORTANT:** For instructions on athlete e-signature, please see the **Step 6** for instructions for creating an athlete e-signature. Next click **Home** in the top left to be directed back to your Home page.

#### **Step 4: Join Team(s)**

1. After completing the forms, you MUST join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the team(s) your athlete will be participating throughout the school year.

**IMPORTANT:** You **cannot** skip this step as it is critical for your athlete's coaches and athletic trainers will be able to review clearance status, emergency contact information, and see your athlete on the team roster.

#### **Step 5: Print Physical Exam Form**

1. When you have completed all the forms and have joined a team, you will want to print the Physical Form for the doctor to sign.
2. From your athlete's home page, click the **Physical Form**.
3. To print the Physical Form, click **Physical Form** link.
  - When the Physical Form has been signed by the doctor, please turn it back into the school or upload pages 2, 3, and 4 (if applicable) to your Privit Profile.

**COMPLETION NOTE:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. The appropriate staff member will manually update the **Clearance Status** for the athlete when they have reviewed the information.

#### **SEE BELOW FOR ELECTRONIC ONLINE PAYMENT INFORMATION**

**\*NOTE\* - THE LINK TAKES YOU TO YOUR LunchTime ACCOUNT THAT IS SEPARATE FROM PRIVIT. THIS IS THE SAME LINK AS YOUR SON/DAUGHTER'S LUNCH ACCOUNT INFORMATION. PLEASE CONTACT LunchTime Cafeteria Data Management WITH ANY QUESTIONS.**



## ELECTRONIC PAYMENT FOR ACTIVITY PASSES AND FEES

Elkhorn Public Schools uses LunchTime Cafeteria Data Management© to provide online payment services and lunch account information for your student(s). Now LunchTime can also be used to pay for Activity Passes and Athletic Participation Fees.

**IMPORTANT:** You will need your student's ID number(s) to access the activity fee payment portal. Students in grades 6-12 use their ID numbers regularly to log in to school computers. For students in grades K-5 please refer to information from Back-to-School 101 or contact your school's main office.

Access LunchTime Online at: <https://www.schoolpaymentportal.com>

If you do not already have an account for the School Payment Portal, click on the green Create Account button to set one up. Fill in your name and email address and create a password.

If you already have an account, click on the blue Parent Login button. Sign in with your email address and password.

One of the Menu Items at the top will be Items/Fees.

1. Choose Items/Fees. A list of possible items will come up.
2. Choose the item you wish to purchase.
  - a. Activity Pass Adult
  - b. Activity Pass Nonparticipant Student for those students NOT participating in a sport.
  - c. Activity Pass Participant Student for those students participating in a sport.
3. Choose the student you wish to purchase a pass for. This will not be necessary for an Adult Pass.
4. Add to Cart.
5. Continue Shopping to purchase additional items or Check Out if finished.
6. Choose to pay with credit card or an ACH electronic withdrawal from your checking account.
7. The first time you choose a payment method, you will need to enter your credit card or bank account information.
8. Process Payment.
9. Print Receipt.
10. Bring receipt with you to pick up passes at the high school.

Please pick up passes at the school any time after August 4<sup>th</sup>, 2016.

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