

Returning Family Privit Instructions For Students

Just in case you need help along the way

Karen lane, lane@mullenhigh.com

Joey Mahmood, mahmood@mullenhigh.com

Privit helpline, **844-234-4357**

It is **MANDATORY** for **ALL STUDENTS** to have a Privit Profile

-must be completed to participate in 18-19 school year athletics

Right click and open in another tab <https://mullen.e-ppe.com/index.jspa>

(**Bookmark this page on your browser**), Log Into your Profile

Click on your STUDENT'S NAME

-You are now on YOUR STUDENT'S portion of the profile

For returning families you only need to do the following;

-update personal details section **if** anything has changed

-complete the General information form

-update the significant health concerns form

-join the class/grade your student will be entering this coming year.

Detailed instructions for each step is listed below

1. Click on the blue start button to the right of General Information

-If your student **DOES NOT** plan on participate in athletics select the role as Student Only (see student athlete instructions if participating in sports)

-Once you have selected your student's role and grade select the submit button

-You will then be taken to the manage documents page, select the blue done button on the bottom left



2. Click on the blue start button to the right of Significant Health Concerns
 - This is the form where you can disclose any medical information you want the school to know to provide the best care for your student
 - If you wish not to disclose any information you can select NA for each question
 - Once you have signed the document return to your student's home page

3. Click the blue update button to the right of the join class/team
 - Please select the grade your student will be entering this coming year
 - Once you have selected the grade scroll to the bottom of the page and click the done button

Congratulations! You have now completed all of the requirements for your Privit Profile for a Mullen Student. However, your profile will still read as **pending** until a Mullen Staff Member manually checks all the required forms and then will mark the profile as cleared and completed. Your profile must be completed by **August 10th 2017**. If there is something missing from your profile you will be notified. If you have any questions please email one of the following. Thank you so much!

Joey Mahmood
medical@mullenhigh.com

Karen Lane
lane@mullenhigh.com