

New Family Privit Instructions For Students

Just in case you need help along the way

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

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

1. Right click this link and open in another tab <https://mullen.e-ppe.com/index.jspa>
(Bookmark this page on your browser)
2. Click Register
-Create the account under the **PARENT'S NAME**
3. On the Left of the home page under the parent's name click **ADD MEMBER**
-Enter In your student's information
4. When you get back to the home page click on your **STUDENT'S NAME**
-You are now on **YOUR STUDENT'S** portion of the profile
5. Click on the blue start button to the right of Personal Details
-Complete the three sections under personal details and then click save and exit

6. 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**
 - 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

7. 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 answered each question select the submit button
 - It will then ask you to review or sign, select SIGN button and you will be taken to create your electronic signature, you can use your mouse or finger (on mobile device) to complete this
 - Once you have created a parent signature, click the gray done button

8. 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

9. The last step in completing the profile will be to upload a current copy of your student's immunizations

- Obtain a copy of your students immunizations from your primary care doctor
- The state requires that it be in the form of a Colorado Certificate Of Immunizations

10. To upload a copy of your student's certificate of immunizations Follow the steps below

- Take a picture of the document OR scan the document
- On the bottom of your students home page select the blue manage documents button
- Select the blue upload documents button upload the document
- Once you have uploaded the document this will take you to the manage documents
- Select the blue done button and that will take you to the home page

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 Student's Profile must be completed by **May 31st**, If you have any questions please email one of the following. Thank you so much!

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