

New Family Privit Instructions For [Student Athletes](#)

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

1. Right click 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
-Select **Student-Athlete** as the role for your student
-Select done, that will take you to the manage documents page
-Select the blue done button on the lower left side to take you to the home page

7. Click on the blue start button to the right of Athletic Health History
 - Once you have answered each question select the submit button
 - You will then select the SIGN button and continue to sign the document
 - This will take you to the manage documents page
 - You will Need to PRINT THIS FORM (Step 11) and take it to your Pre Participation Physical to give to your Physician**

8. Click on the blue start button to the right of the Athletic Participation form
 - Please take your time in reading through this form as it has important information regarding participating in athletics at Mullen High School
 - Once you have carefully read through the document click the submit button
 - You will then select the SIGN button and continue to sign the document
 - This will take you to the manage documents page
 - Select the blue done button on the bottom right to return to the home page

9. Click on the blue start button to the right of the Parent Agreement form
 - Please take your time in reading through this form as it has important information regarding your role as a parent in athletics at Mullen High School
 - Once you have carefully read through the document click the submit button
 - You will then select the SIGN button and continue to sign the document
 - This will take you to the manage documents page
 - Select the blue done button on the bottom right to return to the home page

10. 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
 - Please select **EVERY SPORT** your student is **THINKING** about trying out for
 - Once you have selected the your grade and sport/s scroll to the bottom of the page and click the done button on the bottom left

11. You must print and take your Athletic Health History and Clearance Form to your sports Physical and have your doctor sign the Clearance form
 - On the bottom on your student's home page, select the Print documents button
 - From there you can print the Athletic Health History Form and the Clearance form

The last step in completing your profile will be to upload a current copy of your student's immunizations and a current Pre Participation Physical Clearance Form

- Obtain a current copy your student's Colorado Certificate of Immunization from your Primary care physician
 - Have your sports physical and have your doctor sign the Clearance form
12. To upload a copy of your student's Immunizations and Clearance form Follow the steps below (complete the process for each form)
 - 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. 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 and Clearance Form uploaded by **August 3rd**. 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
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Checklist Of forms to Complete for Student Athletes

- Personal Details
- General Information Form (mark role as student athlete)
- Athletic Health History Form (Print and take to your sports physical)
- Athletic Participation form
- Parent Agreement Form
- Upload Certificate of Immunizations
- Upload Signed Clearance form from Physical (must be uploaded to profile, no paper copies accepted)