

**Welcome to Privit Profile!** Privit is your free private digital health record storage account, completion is REQUIRED..

This document provides instructions to students on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet. A mobile App is available for use with Apple and Android devices, but setting up from a computer/tablet is recommended. Look for “PRIVIT Profile” in your app store.

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

**This is REQUIRED. Fall Students by July 1st. Spring Students by January 1<sup>st</sup>.**

**STEP 1**

**Re-Admitted Students**

1. Log in to your account. Use the PW reset function if necessary.
2. If you did not have a Privit account please create one using the link below.

**New/Transfer/Commuter Students 18 years old and over**

1. Register for an account here: <https://wilmingtoncollege.e-ppe.com>
2. Once in your account, click your name and **add a profile picture** – one of YOU!

**Minors- a parent must create an account and add the minor as a FAMILY MEMBER, then follow the steps below.**

**STEP 2**

1. Complete all relevant information, including Medical Form, Emergency Medical Form, Student Medical Form etc.
2. Apply electronic signature
3. Join

**The appropriate semester of “2022 New/Transfer/Re-Admitted” Team. If you are a rostered ATHLETE also join your appropriate athletic team/s.**

4. **All Students – Upload a Copy of Medical Insurance Card- front and back.**

**STEP 3**

1. **All Students – Upload your Immunization record. This is required.** Upload your copy to Privit. If you are unsure where to obtain a copy of your immunization records try the following: your high school, current college, physician’s office or clinic. If you are missing any required immunizations, contact your local pharmacy or Health Department. We do not accept paper copies or faxes. You must upload these documents to your account.

**REQUIRED Immunizations for ALL STUDENTS:** The Wilmington College Student Immunization form (found on our website) can be completed by the physician or physician’s office and must be stamped or signed. In lieu of the form you may use an official immunization records provided by your physician, clinic or school. This record should contain official identifying information for the office providing the record.

<b>D.T.P.</b>	Series of 4
<b>Polio</b>	Series of 4
<b>MMR</b>	Series of 2
<b>Hepatitis B</b>	Series of 3
<b>Tdap Booster</b>	<b>Booster with in the past 10 years</b>
<b>Meningitis</b>	<b>If you only have 1 Meningitis Immunization and it was before age 16 a BOOSTER is REQUIRED</b>
<b>Covid-19</b>	Series of 2 for Pfizer and Moderna or Series of 1 for J&J. Boosters Dose per CDC Guidelines.



Once the required information has been completed and e-signatures have been applied to the necessary forms you MUST **notify us by** calling 937-481-2217 or email [wchealthcenter@wilmington.edu](mailto:wchealthcenter@wilmington.edu). Please leave

During the months of May-August and December please be aware that Student Health Services operates on a limited schedule. Please allow 14 working days for information to be processed

a message as we operate on a limited schedule May-August. **Once you have completed ALL of the above steps and notified Student Health Services we will update your clearance status** within 14 days.

**For Detailed instructions: Please scan your QR code in your packet.**

## STEP 4

### Join a Team(s)

1. After completing the forms, you **MUST join** a team/group. To join a team/group, click **Update** next to Joined Teams, and check the box next to the correct team(s) or group(s) you will be joining. You must join the appropriate semester **"2022 Fall New/Transfer/Re-Admitted"** "team" if you are a NEW/TRANSFER/RE-ADMITTED student. If you are a rostered WC student athlete please join the appropriate athletic team/s.



You **cannot skip Step #4** as it is critical for the staff to be able to view and approve your documents.

## STATUS

### Checking your Clearance STATUS

1. Log into your account.
2. Click or hover over Clearance Status. A box will generate as seen below. In this instance the student has not turned in Immunization Records and it is noted in the box.

The screenshot shows a user profile for 'Test Athlete' with a 'Student' role. At the top, there are buttons for 'PRIVIT PROFILE ID' and 'PRINT DOCUMENTS'. Below this, a 'Clearance Status' section shows a 'PENDING' status with a tooltip that reads: 'PENDING Status: Pending. If you have any questions regarding this Clearance Status please contact the Coordinator at Wilmington College'. Underneath, there is a 'Test Athlete Information' section with two rows: 'GENERAL INFORMATION' with a 'COMPLETE' button, and 'JOINED TEAMS' (with the note 'You have not yet joined any teams of Wilmington College.') with an 'UPDATE' button.

### Three Designations:

**1) Pending** – your account has *not been reviewed*. If it has been more than 14 days please call at 937-481-2217 as we are not notified when new accounts populate.

**2) NOT Cleared** (numerous designations)– *you are missing something*. Your account has been reviewed and a note has been made. Check for the note by hovering over the status bar.

**3) Cleared** – *ALL students* will receive this status once they have cleared Health Services.



### HELP

**Immunization and Medical form questions**, please contact Student Health Services at 937-481-2217 or [wcHealthCenter@wilmington.edu](mailto:wcHealthCenter@wilmington.edu).

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