

Click **ONE** of the three boxes below. Click links throughout to navigate instructions.

Returning Student

- I **DO NOT KNOW/REMEMBER** my Vivature Student Portal ID and Password.
- I have been provided and **KNOW** my Vivature Student Portal ID and Password.

Incoming Student

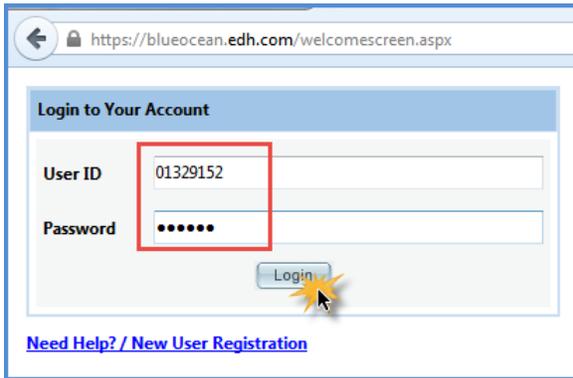
- I am a new student-athlete and do not have an Vivature Student Portal account and/or I have been told to **SELF-REGISTER**.

Please contact your Athletic Trainer with any questions or for assistance throughout this process.

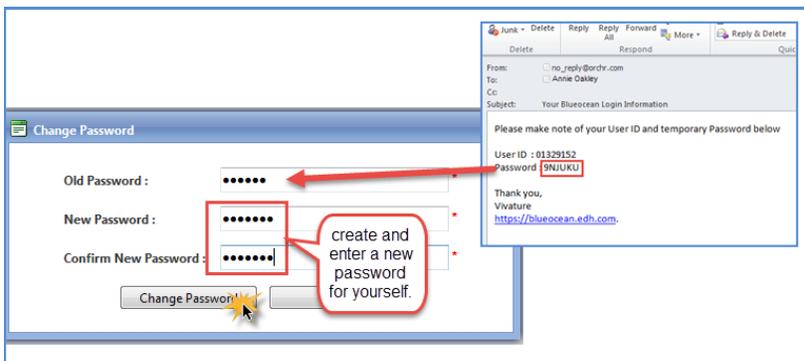
--Do not scroll past this page - Resources only--

Portal Login

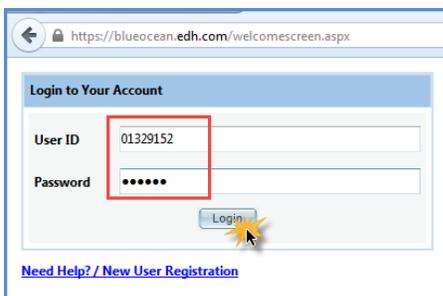
Login [here](#) using credentials provided/mailed to you.



If prompted, reset your password

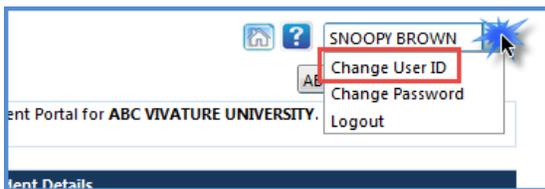


Login [again](#) with your new password.



Change your User ID to your KWU **Student ID#**.

Login again with your new **User ID** and **Password**.

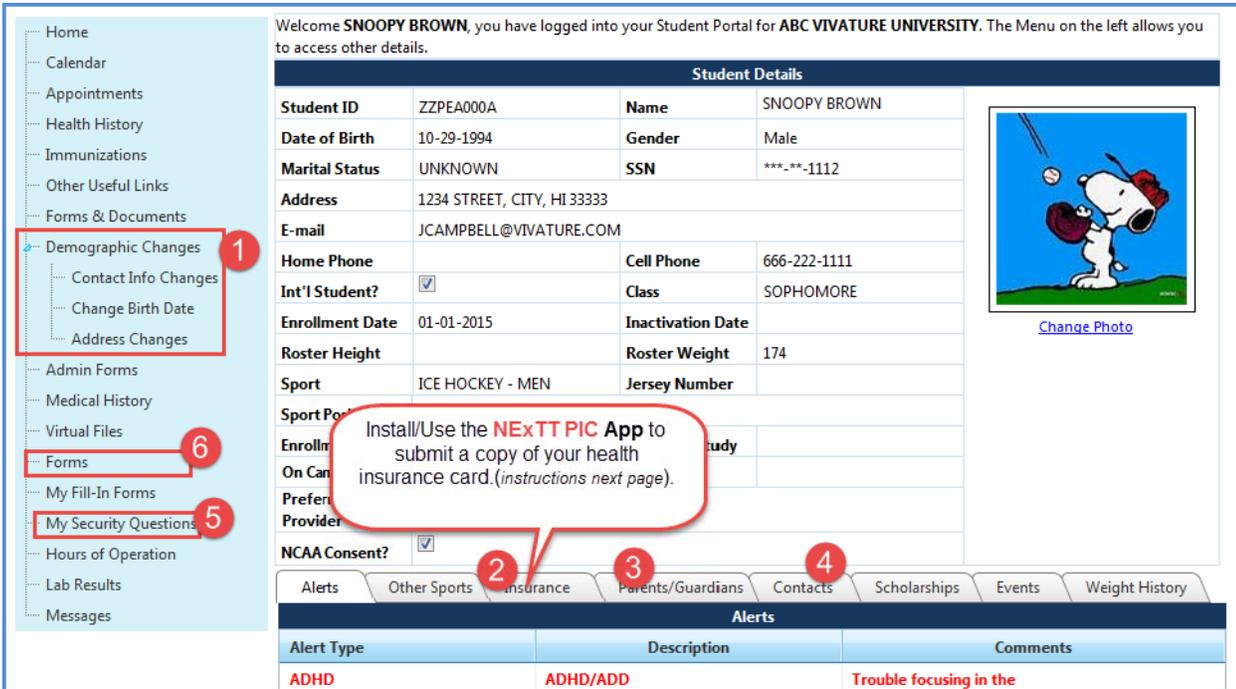


Your Portal Account

All Steps 1-7 are **REQUIRED** for participation!!

1. Check that your demographic information is correct. Update Email Address (must be **kwu.edu**), Phone Number(s), Birthdate and/or Address via the **Demographic Changes** menu option. Return home  when complete to continue.
2. Install the **NExTT PIC** App on your smart phone to submit images of your Health Insurance card.
(instructions [here](#))
3. Complete/Update/Confirm Parent/Guardian Information. (instructions [here](#))
4. Complete/Update/Confirm Emergency Contact Information. (instructions [here](#))
5. Answer your **Security Questions** in case you forget your ID/Password.
6. Click the **Forms** menu to access and complete your required forms. (instructions [here](#))
 - a. FORM A - HEALTH HISTORY (**ALL** Students annually)
 - b. FORM B - EMERGENCY MEDICAL (**ALL** Students annually)
 - c. FORM C - CONSENT/SIGNATURE (**Athletes ONLY** annually)
 - d. FORM D - NAIA CONSENT (**Athletes ONLY** annually)
 - e. FORM E - TB SCREEN (**NEW** Students)
7. **Athletes ONLY** - Download and print the following **Fill-In Form**. (instructions [here](#))
 - a. FORM F - PPE EXAM -ATHLETES ONLY

IMPORTANT: Athletes Only- FORM A (completed and submitted) and **FORM F** must be printed and *taken with you* to your KWU PPE for review/ completion/signature by a KWU physician.



Welcome **SNOOPY BROWN**, you have logged into your Student Portal for **ABC VIVATURE UNIVERSITY**. The Menu on the left allows you to access other details.

Student Details			
Student ID	ZZPEA000A	Name	SNOOPY BROWN
Date of Birth	10-29-1994	Gender	Male
Marital Status	UNKNOWN	SSN	***-**-1112
Address	1234 STREET, CITY, HI 33333		
E-mail	JCAMPBELL@VIVATURE.COM		
Home Phone		Cell Phone	666-222-1111
Int'l Student?	<input checked="" type="checkbox"/>	Class	SOPHOMORE
Enrollment Date	01-01-2015	Inactivation Date	
Roster Height		Roster Weight	174
Sport	ICE HOCKEY - MEN	Jersey Number	
Sport Pos			
Enrollm		Study	
On Cam			
Prefer			
Provider			
NCAA Consent?	<input checked="" type="checkbox"/>		

Change Photo

Install/Use the **NExTT PIC** App to submit a copy of your health insurance card. (instructions next page).

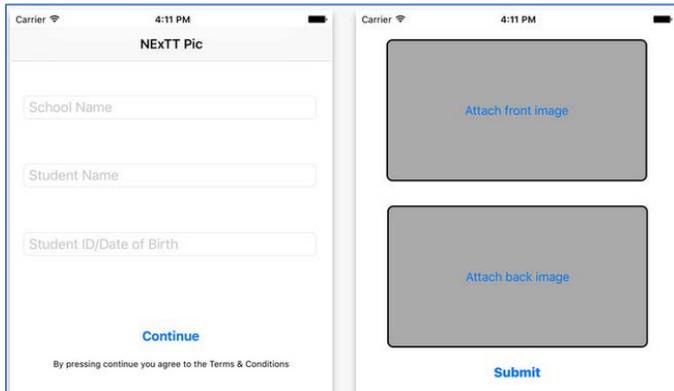
Alerts		
Alert Type	Description	Comments
ADHD	ADHD/ADD	Trouble focusing in the

Insurance

Install and use the **NExTT PIC** App from [Google Play](#) or [App Store](#). Your card information will appear in your account within a few days. [Here's How](#). You must *repeat* this action for secondary insurance as well.

Tip: place your card on a dark background in good lighting to take the best picture.

- *School Name*
- *Student-Athlete Name*
- *Date of Birth(not necessary to add Student ID)*
- **Continue**
- *Tap **Attach Front Image** – hover and focus camera over front of card and app will snap photo. Repeat for Back of card.*
- **Submit.** [Back to Portal Account Instructions](#)



Click the plus sign  to add information to each of the **Parents/Guardians** and **Contacts** tabs. Complete all fields marked with a red asterisk (*) and **Save** .



Parent/Guardian Tab [Watch Video](#)

1. Click the plus sign  to add information for each parent/guardian. Information for least one (1) parent/guardian must be entered.
2. Complete all fields marked with a red asterisk (*).
3. Include at least one (1) valid phone number for each parent/guardian.
4. **Save** .
5. **REPEAT** steps 1-4 for **EACH** parent/guardian. [Back to Portal Account Instructions](#)

Contacts Tab [Watch Video](#)

1. Click the plus sign  to add information for each emergency contact. Information for least two (2) emergency contacts must be entered.
2. Complete all fields marked with a red asterisk (*).
3. Include at least one (1) valid phone number for each contact.
4. **Save** .
5. **REPEAT** steps 1-4 for **EACH** emergency contact. [Back to Portal Account Instructions](#)

Forms

Questions' and complete them for fut

You have 2 form(s) to be filled

Student ID	1234000
Date of Birth	10-12-1998
Marital Status	SINGLE
Address	HAMMERSTEIN DR
E-mail	JCAMPBELL@VIVA
Home Phone	
Int'l Student?	<input type="checkbox"/>
Enrollment Date	10-23-2014
Height	

Click the **Forms** menu to access and complete your required forms

- FORM A - HEALTH HISTORY (**ALL** Students)
- FORM B - EMERGENCY MEDICAL (**ALL** Students)
- FORM C - CONSENT/SIGNATURE (**Athletes ONLY**)
- FORM D - NAIA CONSENT (**Athletes ONLY**)
- FORM E - TB SCREEN (**NEW** Students)

IMPORTANT: Athletes Only- FORM A (completed and submitted) and **FORM F** must be printed and *taken with you* to your KWU PPE for review/ completion/signature by a KWU physician.

My Forms

Pending List | Completed List

Description	From	Status	Start Date	End Date
PERSONAL INFORMATION/EMERGENCY CONTACT (All Athletes)	ATHLETIC	Incomplete	02-17-2016	03-04-2016

Page size: 10 | 1 items in 1 pages

Complete all fields. Fields marked with a red asterisk (*) are required.

NOTE: If under the age of 18, your parent should be present and aware when signing forms that ask for a parent signature.

Scroll to the bottom of each form and **Save** partially completed forms for completion later. Save long forms regularly to insure your work is saved.

Partially completed forms reflect in your **Pending List** as *Incomplete*. All required answers must be completed in order to successfully **Submit**.

My Forms				
Pending List				
Description	From	Status	Start Date	End Date
PERSONAL INFORMATION/EMERGENCY CONTACT	ATHLETIC	Incomplete	10-23-2014	11-30-2014
PPE forms	ATHLETIC	Not Started	10-23-2014	11-30-2014

Submit when complete. You *cannot* update the form after you click **Submit**.

Completed, submitted forms appear in your **Completed List**. Click the **Description** title to review your responses.

My Forms				
Completed List				
Description	From	Submitted Date	Start Date	End Date
PERSONAL INFORMATION/EMERGENCY CONTACT	ATHLETIC	10-24-2014	10-23-2014	11-30-2014

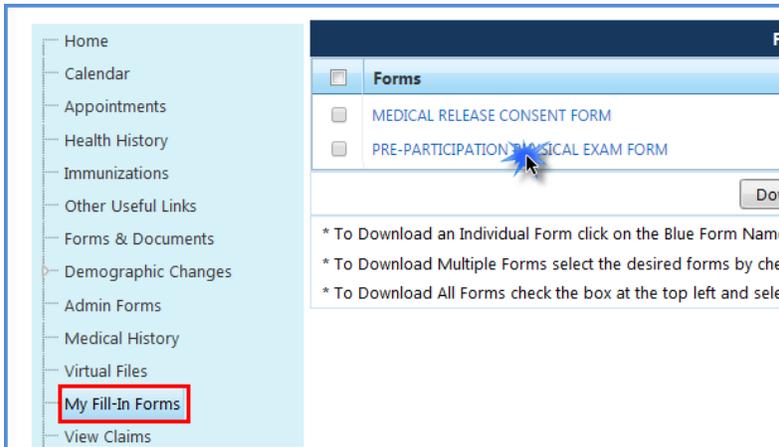
My Fill-In Forms

Athletes ONLY - Click **My Fill In Forms**. Download, complete, print, sign and return per individual form instructions to the Athletic Training Room.

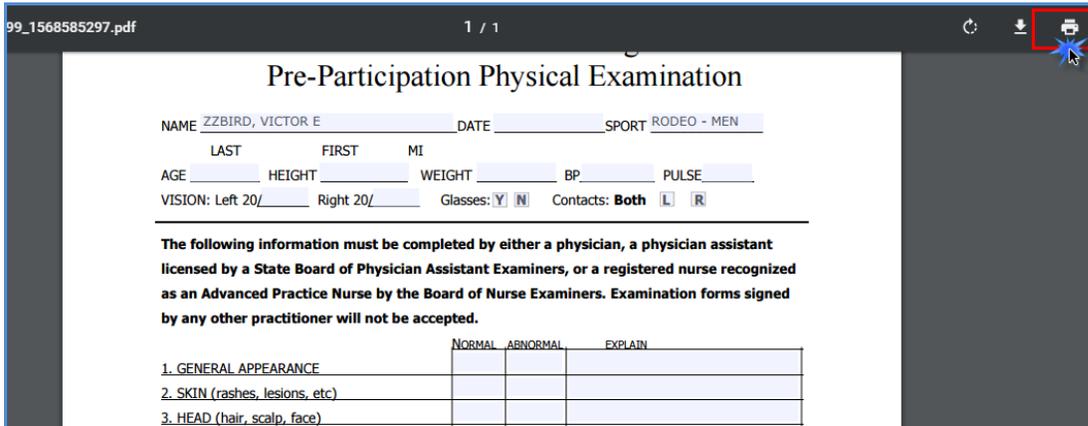
Athletes ONLY - Download and print the following **Fill-In Form**.

- a. FORM E - PPE EXAM -ATHLETES ONLY

IMPORTANT: Athletes Only- FORM A (completed and submitted) and **FORM F** must be printed and *taken with you* to your KWU PPE for review/ completion/signature by a KWU physician.



Click the form title to download the PDF. Print the PDF, complete, sign and return to the Athletic Training staff.



[Back to Portal Account Instructions](#)

--Do not scroll past this page - Resources only--

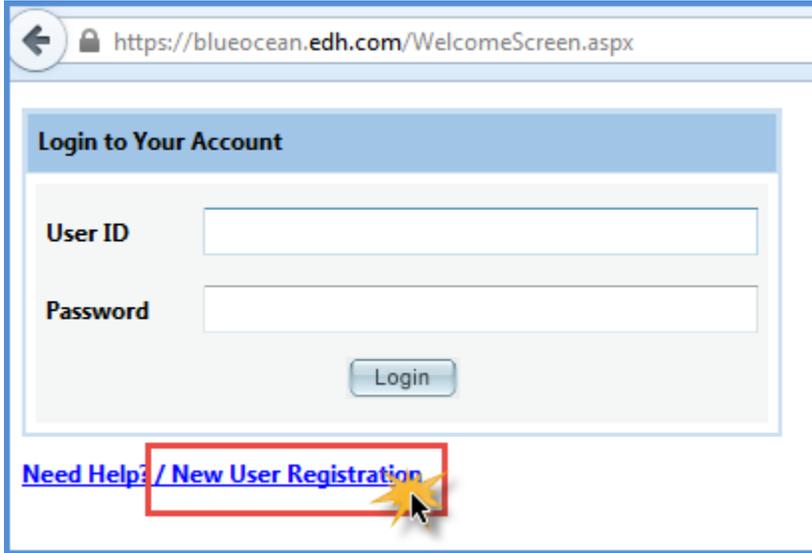
Register an account - step1

Please contact your Athletic Trainer with any questions or for assistance throughout this process.

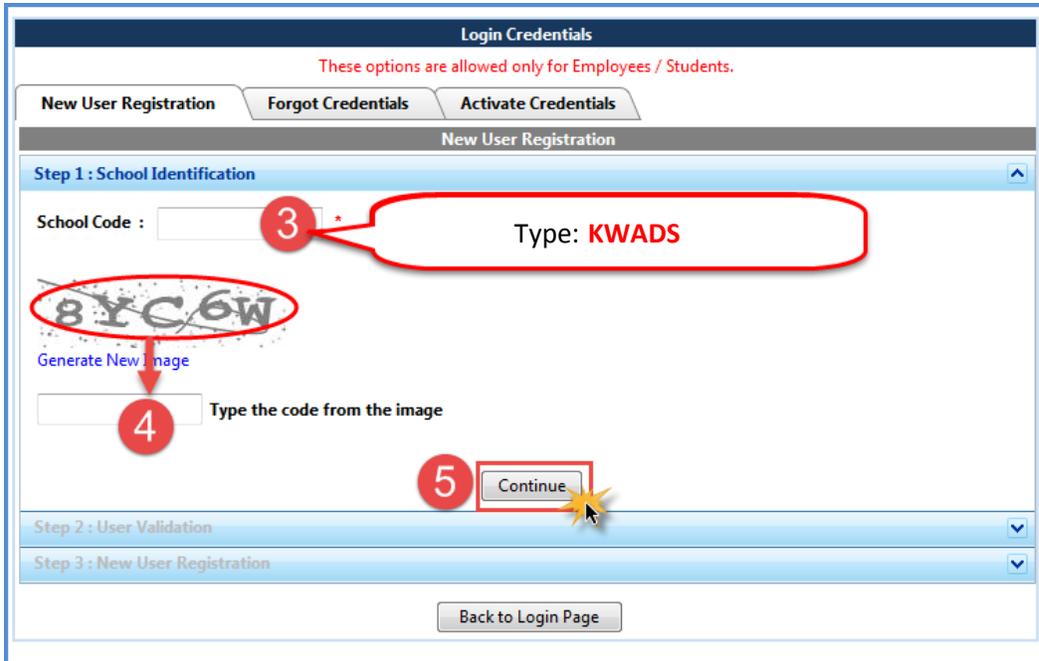
Do **NOT** register an account if you are a returner- [Activate Credentials](#).

 Check out the [Self Registration Video](#) for additional guidance.

1. Go to <https://blueocean.edh.com/welcomescreen.aspx>
2. Click **New User Registration**



3. Enter your school code. SCHOOL CODE: **KWADS**
4. Type the code from the image
5. Click **Continue**



Register - Step 2

1. Complete all required fields
 - **KWU Student ID #**
 - First Name
 - Last Name
 - Date of birth
 - Email ID: Your **KWU.edu** email address. (*E-mail ID*)
2. Click **Continue**.

If you are prompted that “You are already registered,” Click **OK** and proceed now to [Activate Credentials](#).

https://blueocean.edh.com/LoginCredentials.aspx

Login Credentials

These options are allowed only for Employees / Students.

New User Registration | Forgot Credentials | Activate Credentials

New User Registration

Step 1 : School Identification

Step 2 : User Validation

Student ID : KWU Student ID #

First Name : * 1 Middle Initial :

Last Name : * Suffix :

Date of Birth : * E-Mail ID : * Your valid .edu Address

2 Continue Cancel

Step 3 : New User Registration

Back to Login Page

Register – Step 3

- Complete the remaining **9** required fields and any others you'd like to complete.
 - Gender
 - Marital Status
 - Primary Sport (*non-athletes* choose "Student")
 - Class - *please choose athletic year (FIRST YEAR, SECOND YEAR...6th YEAR SENIOR)*
 - Address – Street
 - Address – City
 - Address – State
 - Address – Zip
 - REQUIRED!!** Mobile Phone
 - REQUIRED!!** Notes:
 - Please indicate if you are part of band, choir, orchestra and/or forensics
 - Provide Car make, model and license plate number
- Click **Save**.

Step 3 : New User Registration

Student Details

Student ID : 12444000 * SSN :

First Name : Annie * Middle Initial :

Last Name : Oakley * Suffix :

Date of Birth : 01-01-1996 * Gender : *

Marital Status : * Enrollment Date : 03-29-2018 *

Height : Feet Inches Weight (lbs) :

International Student? Add Photo

Primary Sport : * Position : *

Jersey Number : * Class : *

Address Line 1 : * Address Line 2 :

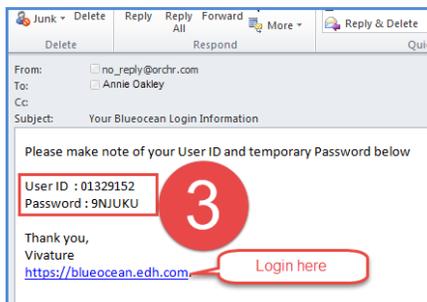
City : * State : *

Zip : * Email : Annie@abc.edu *

Home Phone : () - - - - - * Mobile Phone : () - - - - - *

Notes :

- Once your registration is approved by the athletic department you will receive an email from no_reply@orchr.com with your login credentials. **NOTE:** Your forms *may* not be available until **tomorrow** morning.



- Proceed **NOW** to [Portal Login Instructions](#)

--Do not scroll past this page - Resources only--

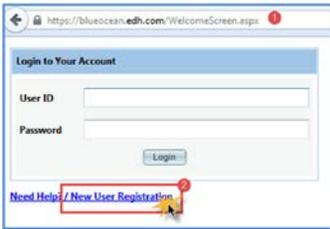
Activate/Retrieve Credentials

Follow steps 1-7 below unless one of the following applies to you.

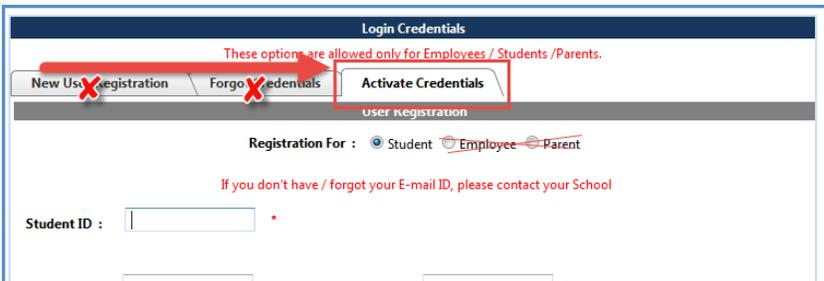
- **IF** you've logged in before and **answered your security questions**, skip steps 1-7 and [click here for Forgot Credentials instructions](#).
- **IF** you know/remember your login ID and Password, skip steps 1-7 and [click here for Portal Login instructions](#).

 Check out the [Credentials Video](#) for additional guidance.

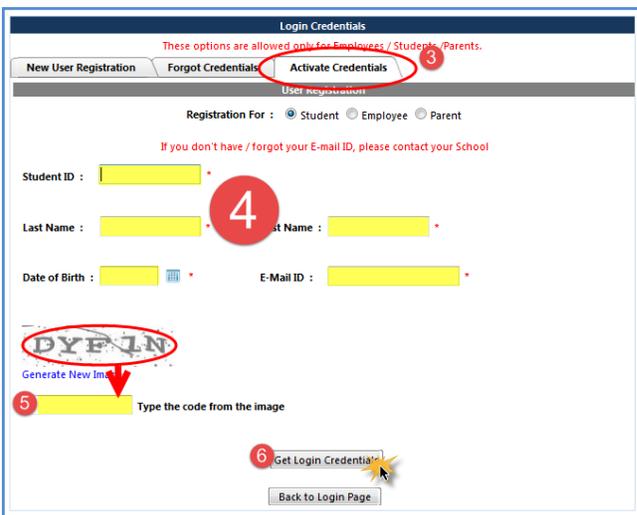
1. Go to <https://blueocean.edh.com/welcomescreen.aspx>.
2. Click **New User Registration**



3. Click **Activate Credentials**

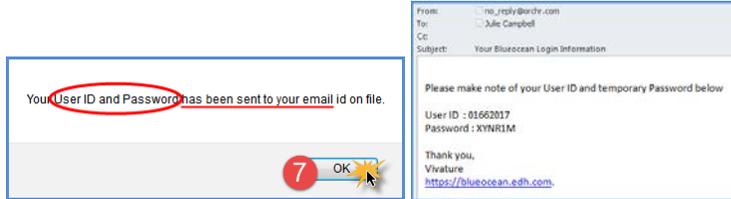


4. Complete all required (*) fields
 - a. **Student ID#**
 - b. Last Name
 - c. First name
 - d. Date of Birth
 - e. E-mail Address (this must be the same address currently associated with your account – Likely your school email address).
5. Type the code from the image
6. Click **Get Login Credentials**

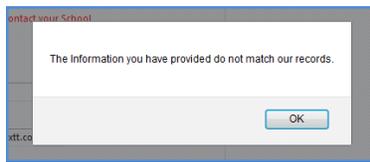


7. **IF** (follow instructions for a, b or c below)

- a. If activation is successful, congratulations! Your new credentials to access the NExTT portal will be sent to your email on file. Proceed now to [Portal Login Instructions](#).



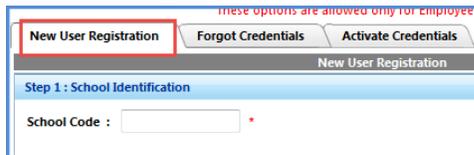
- b. If you are prompted that “The information you have provided does not match our records”



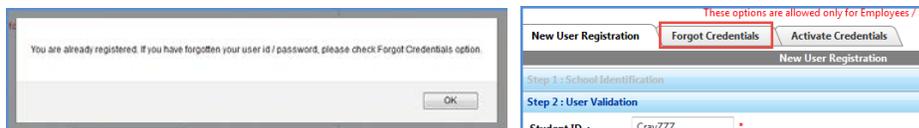
- i. Click **OK**. All information entered must match information in your account. Try again with alternate information (ex: an alternate email). Contact the athletic department for assistance.

Do NOT register a new account if you are a returner!

- ii. *Incoming student-athletes only*, you might not have an account at all, navigate to the **New User Registration** tab and proceed to [Register](#) in this document.



- c. If you are prompted that you are already registered, that means you have already supplied answers to security questions in a prior login. Proceed now to [Forgot Credentials](#).



---Do not scroll past this page - Use the links in a, b or c above navigate to your next step---

Forgot Credentials

This feature only works on accounts with answered security questions. [Watch Video](#)

Go to <https://blueocean.edh.com/welcomescreen.aspx>

Click **New User Registration**

Open the applicable tab(1 or 2 below). Complete all required fields. Both options require answering your security question. Your credentials will be emailed to the email address on record.

1. **Forgot Password** – allows you to reset your password
 - a. Enter User ID (If you don't remember your ID move to step 2)
 - b. Type the CAPTCHA – Click **Continue**
 - c. Answer your security question
 - d. Enter your preferred password, confirm it and click **Change Password**.
 - e. Login with your new password.

The top screenshot shows the 'Forgot User ID' process at Step 2: Security Questions. The User ID is SNOOPY. The security question is 'What is your oldest sibling's middle name?' with the answer 'fido'. A 'Continue' button is visible. Below the form is a 'Back to Login Page' button.

The bottom screenshot shows the 'Forgot User ID' process at Step 3: Reset Password. The User ID is SNOOPY. There are two password fields: 'New Password' and 'Confirm New Password', both masked with asterisks. A 'Change Password' button is visible. Below the form is a 'Back to Login Page' button.

2. **Forgot User ID** – Have your ID and password emailed to you.
 - a. Enter last & First name, Date of birth and the email address on file.
 - b. Type the CAPTCHA – Click **Continue**
 - c. Answer your security question
 - d. Click Continue. Your User ID and Password are sent to your email ID.

This screenshot shows Step 1: User Identification. The 'Forgot Credential for' section has radio buttons for Student (selected), Employee, and Parent. The form includes fields for Last Name (Brown), First Name (Snoopy), Date of Birth (10-29-1994), and E-Mail ID (jcampbell@vivature.com). A CAPTCHA image with the code '4UN38' is displayed, with a 'Generate New Image' link and a text input field for the code. A 'Continue' button is at the bottom. A 'Back to Login Page' button is at the very bottom.

This screenshot shows Step 2: Security Questions. The security question is 'What is your maternal grandmother's maiden name?' with the answer 'fido'. A 'Continue' button is at the bottom. A 'Back to Login Page' button is at the very bottom.

Your User ID and Password are sent to your email id.

OK

Click here : [Proceed NOW to portal login instructions.](#)