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

٧.

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 <u>here</u> using credentials provided/emailed to you.

🗲 🔒 https:/	https://blueocean.edh.com/welcomescreen.aspx		
Login to Your Account			
User ID	01329152		
Password	•••••		
Login			
<u>Need Help? / I</u>	New User Registr	ation	

If prompted, reset your password

	lunk + Delete	Reply Reply Forward More *	🙈 Reply & Delete
	Delete	Respond	Qui
	From: no To: A Co Subject: Your	o_reply@orchr.com nnie Oakley Blueocean Login Information	
Change Password	Please make n	ote of your User ID and temporary	Password below
Old Password :	User ID : 01329 Password : 9NJ	9152 UKU	
New Password :	Thank you, Vivature https://blueoc	ean.edh.com.	
Confirm New Password : •••••• enter a new password			
Change Passworth for yourself.			

Login <u>again</u> with your new password.

https://blueocean.edh.com/welcomescreen.aspx		
Login to Your Account		
User ID	01329152	
Password	•••••	
Login		
Need Help? / I	New User Regist	tration

Change your User ID to your KWU Student ID#.

Login again with your new User ID and Password.

	SNOOPY BROWN Change User ID Change Password	
and on the more on the conversion.	Logout	
lent Details		

Your Portal Account

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

- 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.

Home Welcome to access	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.			
Calendar		Studen	t Details	
- Appointments Student	ID ZZPEA000A	Name	SNOOPY BROWN	
Health History Date of E	Birth 10-29-1994	Gender	Male	
···· Immunizations Marital S	tatus UNKNOWN	SSN	***-**-1112	
···· Other Useful Links Address	1234 STREET, CIT	Y, HI 33333		
Forms & Documents	E-mail JCAMPBELL@VIVATURE.COM			
Demographic Changes Home Ph	ione	Cell Phone	666-222-1111	Sa
Contact Info Changes Int'l Stud	lent?	Class	SOPHOMORE	
Change Birth Date Enrollme	nt Date 01-01-2015	Inactivation Date	e	Change Photo
Address Changes Roster H	eight	Roster Weight	174	
Admin Forms Sport	ICE HOCKEY - M	EN Jersey Number		
Medical History Sport Po	Install/Liss the NEW	TT DIC Ann to		
Virtual Files 6 Enrollm	submit a copy o	f your health		
Forms On Can	insurance card.(instr	uctions next page).		
My Fill-In Forms Prefer				
Have a Operation	pront2		•	
Hours of Operation	2	3	4	
Lab Results Alerts	Other Sports	rance Parents/Guardians	Contacts Scholars	hips Events Weight History
In the stages		A	lens	
Alert Iy	/pe	Description		Comments
ADHD		ADHD/ADD	I rouble foc	using in the

Insurance

Install and use the **NExTT PIC** App from <u>Google Play</u> or <u>App Store</u>. Your card information will appear in your account within a few days. <u>Here's How</u>. 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. <u>Back to Portal Account Instructions</u>

Carrier 중 4:11 PM NEXTT Pic	Carrier 🗢 4:11 PM
School Name	Attach front image
Student Name	
Student ID/Date of Birth	Attach back image
Continue By pressing continue you agree to the Terms & Conditions	

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** 🕢 .

Alerts Other Sports Insurance Parents/Guardians Contacts Scholarships Events			Events	
Parent/Guardians Details				
d Parents/Guardian Details				
Parents/Guardian	Relationship	Address		Co

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

	Appointments	Questions' and cor	mplete them for fut
	Immunizations	You have 2 form(s) to be filled
	Other Useful Links		
	Forms & Documents	Student ID	1234000
⊳	Demographic Changes	Date of Birth	10-12-1998
	Admin Forms	Marital Status	SINGLE
	Medical History	Address	HAMMERSTEIN DF
	Virtual Files	E-mail	JCAMPBELL@VIV/
	My Fill-In Forms	Home Phone	
r.	View Claims	Int'l Student?	<u> </u>
L	Forms	Enrollment Date	10-23-2014
	My Security Questions	Height	

Click the Forms menu to access and complete your required forms

- a. FORM A HEALTH HISTORY (ALL Students)
- b. FORM B EMERGENCY MEDICAL (ALL Students)
- c. FORM C CONSENT/SIGNATURE (Athletes ONLY)
- d. FORM D NAIA CONSENT (Athletes ONLY)
- e. 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.

Home		My Forms			
Calendar	Pending List Completed List				
Appointments	Description	From	Status	Start Date	End Date
Other Useful Links Forms & Documents	PERSONAL INFORMATION/EMERGENCY CONTACT (All Athletes)	ATHLETIC	Incomplete	02-17-2016	03-04-2016
Demographic Changes Admin Forms	K (1) M Page size: 10 V			1	items in 1 pages
Medical History					
Virtual Files					
My Fill-In Forms					
View Claims Forms					

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.

SUBSCRIECH SS#	123 -45 -4709
200	
000	32 02 1967
TELEPHONE	946-222-3313
REFERRAL REQUIRED?	
	E VES E NO
PLEASE PROVIDE A COPY OF ALL INSU OF INSURANCE CONTRACE, INCLUDE U CONTRACE & APPLICABLE.	RANKE CARDS INCLUDING COPES OF <u>ENONE AND EACH</u> OF EACH CARE AS PEO INDURISELY HEALTH SERVICES INJURANCE OF ANY SECONDARY INSURANCE

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 Completed 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
H I H Page sizes 10 - 2 items in 1 pages				

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

		ZZ239800
•	GROUP NUMBER:	WK-1250-X
*	SUBSCRIBER SS#	123-45-6789
*	DOB	02-01-1997
*	TELEPHONE	666-222-1111
*	REFERRAL REQUIRED?	
		VES NO
*	PLEASE PROVIDE <u>A COPY OF ALL IN</u> OF INSURANCE COVERAGE. INCLUE COVERAGE IF APPLICABLE.	ISURANCE CARDS INCLUDING COPIES OF <u>FRONT AND BACK</u> OF EACH CARD AS ROO DE UNIVERSITY HEALTH SERVICES INSURANCE OR ANY SECONDARY INSURANCE
		Save Cancel Submit

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

My Forms					
Pending List Completed List					
Description From Submitted Date Start Date End Date					
PERSONAL INFORMATION/EMERGENCY CONTACT ATHLETIC 10-24-2014 10-23-2014 11-30-2014					
H I Page size: I I Items in 1 pages I I I					

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.

99_1568585297.pdf	1/1	¢	± 👼
	Pre-Participation Physical Examination		78
	NAME ZZBIRD, VICTOR E DATE SPORT RODEO - MEN		
	LAST FIRST MI AGE HEIGHT WEIGHT BP PULSE		
	VISION: Left 20/ Right 20/ Glasses: Y N Contacts: Both L R		
	The following information must be completed by either a physician, a physician assistant		
	as an Advanced Practice Nurse by the Board of Nurse Examiners. Examination forms signed		
	by any other practitioner will not be accepted.		
	1. GENERAL APPEARANCE		
	2. SKIN (rashes, lesions, etc)		
	3. HEAD (hair, scalp, face)		

Back to Portal Account Instructions

v. 3-16-18 - Contact <u>Jcampbell@vivature.com</u> for edits. – Page 8

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- <u>Activate Credentials</u>.

Echeck out the <u>Self Registration Video</u> for additional guidance.

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

https://blueocean.edh.com/WelcomeScreen.aspx				
Login to Your	Account			
User ID				
Password				
Login				
Need Help: / New User Registration				

3. Enter your school code. SCHOOL CODE:



- 4. Type the code from the image
- 5. Click Continue

Login Credentials					
These options are allowed only for Employees / Students.					
New User Registration	New User Registration Forgot Credentials Activate Credentials				
	New User Registration				
Step 1 : School Identificatio	n				
School Code:	3 Type: KWADS				
Generate New Image					
5 Continue Step 2 : User Validation					
Step 3 : New User Registration					
Back to Login Page					

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 <u>Activate</u> <u>Credentials</u>.

		Login Credentials		
	These option	s are allowed only for Employees / Si	tudents.	
New User Registration	Forgot Credentials	Activate Credentials		
		New User Registration		
Step 1 : School Identification	n			
Step 2 : User Validation	-			
Student ID :		KWU Student ID #		
First Name :	*	'iddle Initial :	Your valid	
Last Name :	*	uffix :	.edu Addre	
Date of Birth:		E-Mail ID :		
Cancel				
Step 3 : New User Registration Back to Login Page				

Register – Step 3

- 1. 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 <u>athletic</u> 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
- 2. Click Save.

situdent ID : 12444000 • SSN : iirst Name : Annie • Middle Initial : .ast Name : Oakley • Suffix : • .ast Name : Ol 01-1996 • Gender : Select • .ast Name : Ol 01-1996 • Gender : Oakley • .ast Name : Ol 01-1996 • Gender : Oakley • .ast Name : Ol 01-1996 • Gender : Oakley • .ast Name : Oakley • Enrollment Date : Oa-29-2018 • .ast Name : Select • Enrollment Date : Oa-29-2018 • .ast Name : Select • Class : Select • .ast Name : Select • Class : Select • .ast Name : .ast Name : Select • Class : Select •			Stu	dent Details		
First Name : Annie Middle Initial : Last Name : Oakley Suffix : Image: Constraint of the suffix in t	Student ID :	12444000	*	SSN :		
Last Name : Oakley • Suffix : • • • • • • • • • • • • • • • • • •	First Name :	Annie	*	Middle Initial :		
Date of Birth : 01-01-1996 • Gender : Select • Marital Status : Select • Enrollment Date : 03-29-2018 • Height : Feet Inches Weight (Ibs) : • International Student? • Add Photo Primary Sport : Select • • Jersey Number : • Class : Select Class : Select • Address Line 1 : • • • State : Select Zip : • Email : • Main@abc.edu •	Last Name :	Oakley	*	Suffix :		*
Marital Status : Select · Enrollment Date : 03-29-2018 () Height : Feet Inches Weight (lbs) : Add Photo Primary Sport : Select · Add Photo Jersey Number : Class : Select · Address Line 2 : Class · State : Select · Address Line 2 : Class · State : Select · Address Line 2 : Class · State : Select · Address Line 2 : Class · State : Select · Address Line 2 : Class · State : Select · Address Line 2 : Class · State : Select · Address Line 2 : Class · State · Select · Address Line 2 : Class · State · Select · Address Line 2 : Class · State · Select · Address Line 2 : Class · State · Select · Address Line 2 : Class · State · Select · Address Line 2 : Class · State · Select · Address Line 2 : Class · State · Select · Address Line 2 : Class · State · Select · Address · Select · Address · A	Date of Birth :	01-01-1996	•	Gender :	Select	* *
Height : Feet Inches Weight (Ibs) : Add Photo International Student? Add Photo Primary Sport : Select V Jersey Number : Class : Select V Address Line 1 : Class : Select V Class	Marital Status :	Select	* *	Enrollment Date :	03-29-2018	m •
International Student? Primary Sport: Select Votation: S	Height :	Feet Inches		Weight (lbs) :		
Primary Sport : Select Select Jersey Number : Class : Select Address Line 1 : * Address Line 2 : City : * State : Zip : * Email : Annie@abc.edu *	International Student?			1	Add Photo	
Jersey Number : Class : Select Address Line 1 : Address Line 2 : City : State : Select Zip : Annie@abc.edu	Primary Sport :	Select	• •	Position :	Select	*
Address Line 1 :	Jersey Number :			Class :	Select	· ·
City: • State: Select • Zip: • Email: Annie@abc.edu	Address Line 1 :		*	Address Line 2 :		
Image: State	City :		•	State :	Select	*
Home Dhone () the second	Zip :		•	Email :	Annie@abc.edu	•
	Home Phone :	()		Mobile Phone :	(<u>)</u>	•
						•
Notes:	Notes:					
2 Save Cancel		2	Save	Cancel		

 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.



4. Proceed NOW to Portal Login Instructions

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.

Echeck out the <u>Credentials Video</u> for additional guidance.

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



3. Click Activate Credentials

Login Credentials			
These options are allowed only for Employees / Students /Parents.			
Registration For : Student Employee Parent			
If you don't have / forgot your E-mail ID, please contact your School			
Student ID:			

- 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.

	From: org/rgb/@wchr.com To: Jule Campbell Ce Subject: Your Blueocean Login Information
You User ID and Password has been sent to your email id on file.	Please make note of your User ID and temporary Password below User ID : 01662017 Password : XYNRIM
7 окж	Thank you, Vivature https://biueocean.edh.com.

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. <u>Incoming student-athletes only</u>, you might not have an account at all, navigate to the **New User Registration** tab and proceed to <u>Register</u> in this document.

	mese options are	anowed only for employees			
New User Registration	Forgot Credentials	Activate Credentials			
	N	lew User Registration			
Step 1 : School Identification					
School Code :	*				

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 <u>Forgot Credentials.</u>

		- 1	These options are allowed only for Employees / S
te	Visi sia shashi yanifarati ifuni bila farofilar ukur jisar id Jasenungt silasa chark Earast Oradantish ortion		New User Registration Forgot Credentials Activate Credentials
		Construction of Second	New User Registration
Ŀ			Step 1 : School Identification
	OK		Step 2 : User Validation
L			Student ID · Crav777 *

---Do not scroll past this page - Use the links in a, b <mark>or</mark> 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

https://blueocean.edh.com/WelcomeScreen.aspx				
Login to Your Account				
User ID				
Password				
Login				
Need Helpi / New User Registration				

These options are allowed only for Employees /					
New User Registration	Forgot Credentials	Activate Credentials			
		New User Registration			
Step 1 : School Identification					
Step 2 : User Validation					
Student ID · Crav	777 *				

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.

Forgot Login Credentials				
Forgot Password Forgot User ID				
Step 1 : User Identification	^			
User ID :				
Generate New Image Type the code from the image				
Continue				
Step 2 : Security Questions	~			
Step 3 : Reset Password	~			
Back to Login Page				

Forgot Password Forgot User ID					
Step 1 : User Identification	~				
Step 2 : Security Questions	~				
User ID : SNOOPY					
Security Question : What is your oldest sibling's middle name? fido * Forgot Answer?					
Continue					
Step 3 : Reset Password	~				
Back to Login Page					
Forgot Login Credentials					
Forgot Password Forgot User ID					
Step 1 : User Identification	~				
Step 2 : Security Questions	~				
Step 3 : Reset Password	^				
User ID : SNOOPY					
New Password : *					
Confirm New Password :					
Change Password					
Back to Login Page					

- 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.

Forgot Passwore	Forgot User ID 2			
Forget Credential for :				
Step 1 : User Ide	tification	<u>~</u>		
Last Name :	Brown * First Name : Snoopy *			
Date of Birth :	10-29-1994 📰 * E-Mail ID : jcampbell@vivature.com *			
Generate New Ima	Ige Type the code from the image			
Step 2 : Security	Continue	~		

Forgot Password Forgot User ID					
Forget Credential for : O Student Employee Parent					
Step 1 : User Identification	~				
Step 2 : Security Questions	^				
BROWN, SNOOPY Security Question : What is your maternal grandmother's maiden name? fide * Forgot Answer?					
Continue					
Back to Login Page					
Back to Login Page					

Your User ID and Password ar	re sent to your email id.
	ОК