

# Step by step directions on how to fill out Student Athlete forms

**\*\* Please read through all directions and fill out forms in their entirety\*\***

You will receive an email from ***InControl Automated Notification*** with the subject Form(s) Completion Request From Steve Staab. Start by opening it and clicking on the link *under Portal Login*.

The screenshot shows a web browser window displaying an email from ACS ATHLETICS. The email subject is "Form(s) Completion Request From Steve Staab". The email content includes the following text:

**ACS ATHLETICS**

**FORMS COMPLETION REQUEST**

Steven Staab (Rehab Administrative) has requested the following form(s) from you. Please review the list below and login online to complete and submit the form(s) now.

**Portal Login:**  
[Click here](#)

**Form(s) and Due Date If Applicable:**

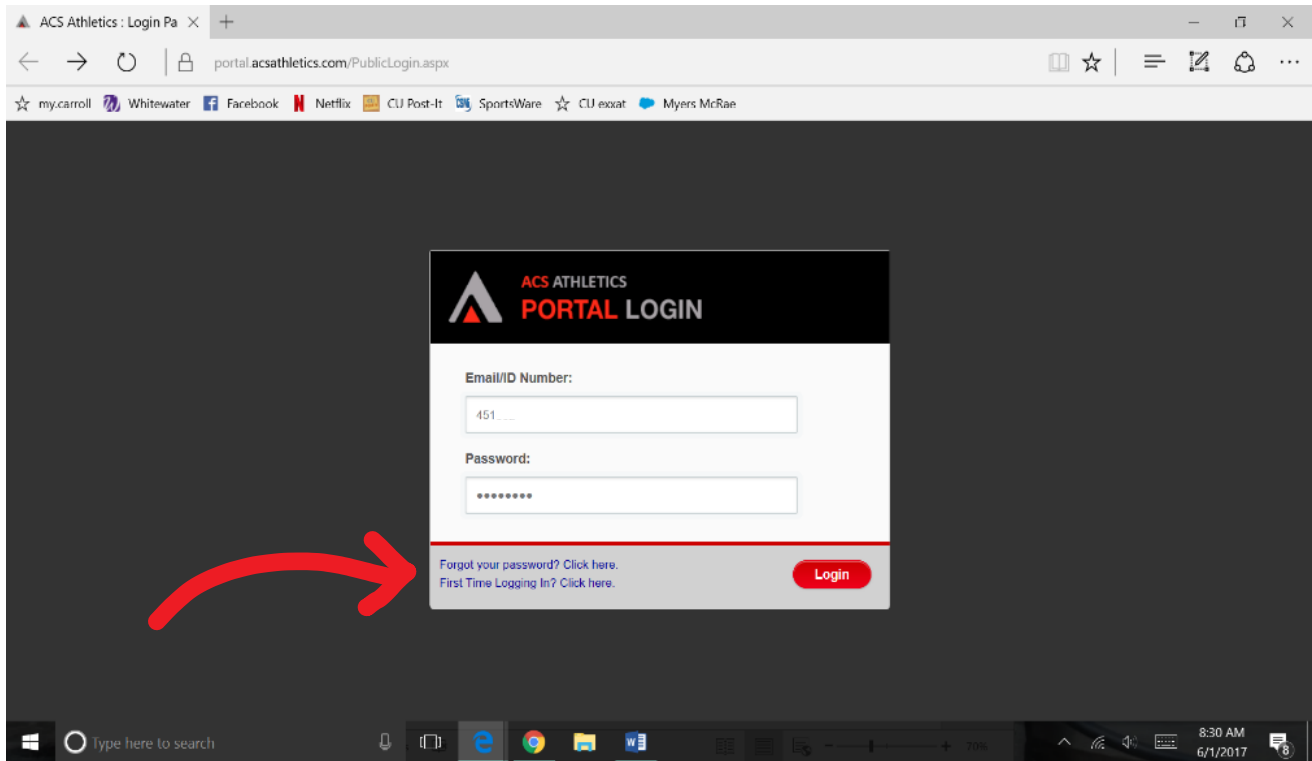
- CCIW Acknowledgement (07/31/2017)
- Concussion Education (07/31/2017)
- Emergency & Ins info (07/31/2017)
- Health History (07/31/2017)
- Physical Exam (07/31/2017)
- Risk Waiver (07/31/2017)
- Sickle Cell (07/31/2017)

A red arrow points to the "Click here" link under "Portal Login".

At the bottom of the email, there is a small disclaimer: "DO NOT REPLY: This is an automated email notification. Please do not respond directly to this email as responses are not monitored."

## If this is your first time logging in do this...

Click on the link in blue that reads *First Time Logging in? Click Here*. At the bottom of the screen box.

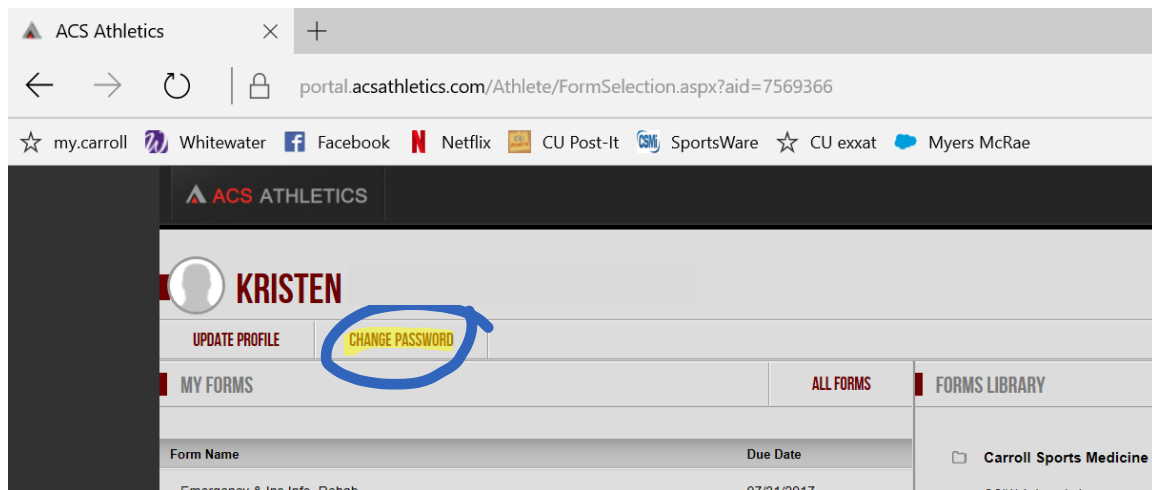


You will then be prompted to enter your email address and select "Send Login Information".

Then enter your ID number or email and enter password that was sent to you in the email.

You will then be prompted to input demographic information before proceeding.

Once that is done you will want to change your password. Go to the top left of the screen and click on **CHANGE PASSWORD**



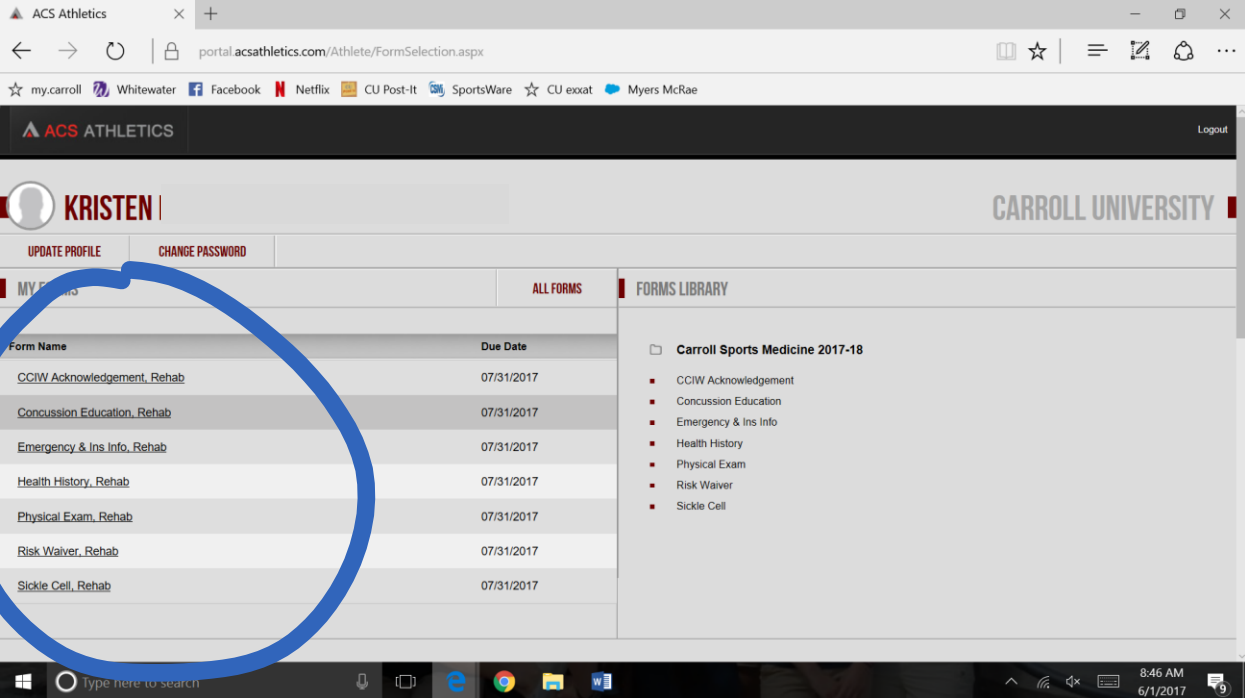
## If you have logged in previously do this...

Log in using your ID number or email and password.

Make sure your information is current and up to date. If current, click current button, if something has changed click update, and enter your updated information.

## Once logged in and Personal Information is updated...

You should see a screen that shows a list of forms on the left that need to be completed by the due date given.



The screenshot shows a web browser window with the URL `portal.acsathletics.com/Athlete/FormSelection.aspx`. The user is logged in as KRISTEN. The page displays a list of forms under the heading "MY FORMS". A blue circle highlights this section. The forms listed are:

Form Name	Due Date
<a href="#">CCIW Acknowledgement_Rehab</a>	07/31/2017
<a href="#">Concussion Education_Rehab</a>	07/31/2017
<a href="#">Emergency &amp; Ins Info_Rehab</a>	07/31/2017
<a href="#">Health History_Rehab</a>	07/31/2017
<a href="#">Physical Exam_Rehab</a>	07/31/2017
<a href="#">Risk Waiver_Rehab</a>	07/31/2017
<a href="#">Sickle Cell_Rehab</a>	07/31/2017

On the right side of the page, there is a "FORMS LIBRARY" section with a sub-heading "Carroll Sports Medicine 2017-18" and a list of form categories:

- CCIW Acknowledgement
- Concussion Education
- Emergency & Ins Info
- Health History
- Physical Exam
- Risk Waiver
- Sickle Cell

Make sure that you fully complete all forms and submit them on time.

\* Take note of the Announcement section on the bottom of this screen when you scroll down.\*

## When signing the forms...

Use your last 4 digits of your social security number

Make sure your information is correct at the top of the page

Make sure today's date is correct

Make sure to upload any files needed

Once done reading through the entire form and signing it click the green *sign form* button


portal.acsathletics.com

portal.acsathletics.com/FormBuilder/RenderForm.aspx?org\_id=463&instance\_id=2311

my.carroll Whitewater Facebook Netflix CU Post-It SportsWare CU exxat Myers McRae

< Back CCIW ACKNOWLEDGEMENT: KRISTEN RIEKKOFF, REHAB

**CCIW Injury and Illness Reporting Acknowledgement Form**



Last Name \_\_\_\_\_

First Name **Kristen**

Sport **Rehab**

Today's Date **05/25/2017**

I acknowledge that I have to be an active participant in my own healthcare. As such, I have the direct responsibility for reporting all of my injuries and illnesses to the sports medicine staff of my institution (e.g., team physician, athletic training staff). I recognize that my true physical condition is dependent upon an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced. I hereby affirm that I have fully disclosed in writing any prior medical conditions and will also disclose any future conditions to the sports medicine staff at my institution.

I further understand that there is a possibility that participation in my sport may result in a head injury and/or concussion. I have

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portal.acsathletics.com

portal.acsathletics.com/FormBuilder/RenderForm.aspx?org\_id=463&instance\_id=2311

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< Back CCIW ACKNOWLEDGEMENT: KRISTEN RIEKKOFF, REHAB

**Student-Athlete Signature**

By entering my last 4 SSN in the box, I indicate my understanding of the information shown and provided on this form, and it is my intent to sign the record. I certify that my answers are complete and correct. I understand that my institution may share this information with the NCAA and/or Conference Office and that a photocopy of this authorization shall be as valid as an original.

Last 4 SSN **\*\*\*\***

Name: **Kristen**

**SIGN FORM**

SAVE WITHOUT SIGNING FORM

GO BACK WITHOUT SAVING

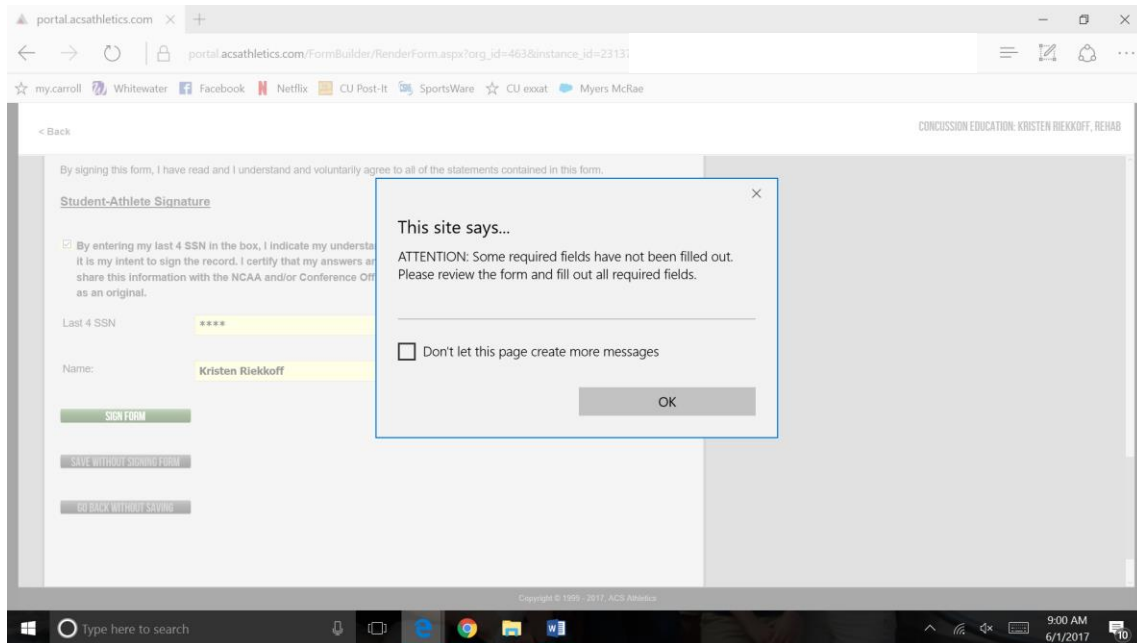
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You will be brought back to the screen with the list of forms needing to be completed, and continue down the list by completing each one and signing the form.

# Got an Error Message??

If you received a message like this...



Make sure that you have today's date filled out

Make sure you have checked all the boxes, or typed in all your information

Make sure you have entered your last 4 digits of your social security number

## All done!

You know all forms are complete when you see no more forms on the left side of the screen..

