

Athletic Trainer System Athlete Portal Login

For returning-student athletes who need to update their information on the Athlete Portal:

**PLEASE! Follow these directions closely
so everything gets entered correctly.**

If you have any problems with this, please contact Jami Rogers, the Head Athletic Trainer.
jami.l.rogers@lawrence.edu or 920-832-6762


1. Go to <https://www.atsusers.com/atsweb/login.aspx?db=atslu>
If you cannot click on the link, copy and paste it into the browser's address bar.

Please bookmark this page for future use.

2. You should now see the page below, enter your Athlete ID you created on your initial log-in and the password you created. If you forgot your password, you the link provided. If you forgot your username, please contact the Head Athletic Trainer.



Athletic Trainer System ® Athlete Portal Login



Athlete ID:

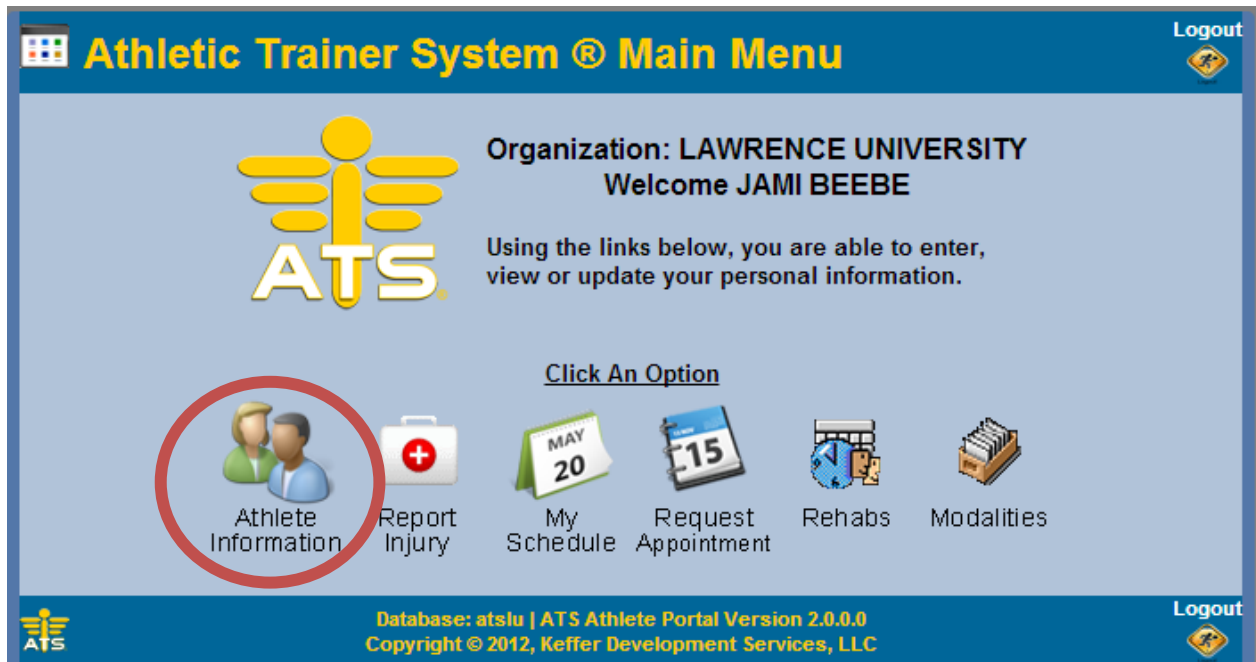
Password:

Database:

[Forgot your Password?](#)

Database: atslu | ATS Athlete Portal Version 2.0.0.0
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3. After you log-in and agree to the terms, you will see the Main Menu. Click the **Athlete Information** icon. This will take you to the information you have entered previously.



4. Check all the information you have entered before and make any changes necessary. When you have gone through all the information and corrected it, click "Save Athlete Information." If you did not make any changes, click the "Verify Athlete Information" button. Your primary information has now been updated.
****If there are questions on the specific requirements when inputting and checking the information, please refer to the "New User Athlete Portal Instructions".**


PLEASE DOUBLE CHECK THESE ITEMS!

- Did you change teams?
- Did you phone number or address change?
- **Is your LU ID Number in the "Alternate ID" box?**
- Is your "Year" correct?
- Did any "Medical Alerts" change?
- Did any "Allergies" change?
- Did any "Medications" change?

5. Start with the “Medical History” tab. If you have had any **Surgeries**, list the details here. Click “+Add” and a pop-up will show for you to enter details. Repeat this step for each surgery you have had.
6. Next, below the surgeries, answer the **Medical Questions**. If you answer “YES” to any questions, please explain in the box provided.
7. If you have any other important medical information we need to know about, please tell us in the **Other Medical Notes** section.
8. Next we will enter any new immunizations you may have received. Click on the **Immunizations** tab at the top. Then, click “+Add” to add an immunization and date. After you have entered the immunization, click on the check mark to save your information. **Repeat steps 8 and 9 until all immunizations have been entered.**
9. Next, please check your insurance information. Click on the **Insurance** tab at the top. Then, click “+Add” to add an insurance policy or click on a policy to edit it.
10. Fill in your insurance information. Please try to fill all of the blanks as described on the next page. Blanks with an ★ are required. We require copies of the insurance cards front and back for all policies, in this step, there is the opportunity to upload images directly to your account (if you don’t do this, we still need a copy on file). Click the check box at the end to save your information.

Repeat steps 10-11 for ALL medical and dental insurance policies.

Insurance

 **No Primary Insurance**

Add Insurance Information

Payor
#

Add Insurance Information

Company:

Ins. Type:

Payor #:

Co. Phone:

Plan:

Plan Type:

CoPay:

ID #:

Group #:

Primary Care Physician:

Physician Phone:

Policy Holder First Name:

Policy Holder Middle Name:

Policy Holder Last Name:

Policy Holder DOB:

Policy Holder SSN:

Policy Holder Gender:

Policy Holder Relation:

Policy Holder Street:

Policy Holder City:

Policy Holder State:

Policy Holder Zip:

Policy Holder Phone:

Policy Holder Employer:

Card Front Image:

Card Back Image:

Card Front&Back Image:

Primary Policy =1
Secondary Policy=2

If you are on your own policy, choose SELF

If you are on your parent's policy, choose CHILD

You can upload front and back images separately

Or together



11. Next you will enter/edit your emergency contact information. Click on the **Contacts** tab. Then click "+Add" to add a new emergency contact or click on the contact to edit.
12. Next, there are some Athlete Forms you need to fill out. Click the **Athlete Forms** tab on the top. Then click the box for "Form Name". There will be a few forms that you can choose from. Click the form name you wish to work on and then click "New". The form will then be shown below. Complete the form and then click "Save". This form has now been completed and is saved to your profile. Repeat this step for all forms listed on the checklist.
13. Next there are some Electronic Files for you to download. Click the **eFiles** tab on the top. There will be a list of several documents we have uploaded for you. To view them, click the icon in the View column. You now have the option to save or print the PDF file. Refer to your checklist for the forms that need to be filled out and returned.
14. At the bottom of this page there is an area for uploads. You can return these eFiles and any other documents by uploading them here after they have been completed. After you upload them, they will remain in the portal at the bottom of this page.
15. Next, you can check your paperwork status at any time. Go to the **Immunizations/Paperwork** tab. Below the immunizations is an area that will show your "paperwork" that has been turned in and reviewed by staff. Use the arrows at the bottom to scroll through the different pages of paperwork. Your paperwork status will be updated after the Athletic Training Staff has had time to review your paperwork. Read the comments, this will provide you with information regarding missing or incomplete documents.
16. You have now completed your Athlete Portal Update. Just double check to make sure all your information is correct, then you can return to the main **Menu** and explore the features of the Athlete Portal. When you are through, make sure you **Log Out**. You can return to this portal at any time to make changes to your information, upload new documents, request an appointment or report an injury.