

## 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!**

**Failure to do so will leave you ineligible due to incompleteness.**

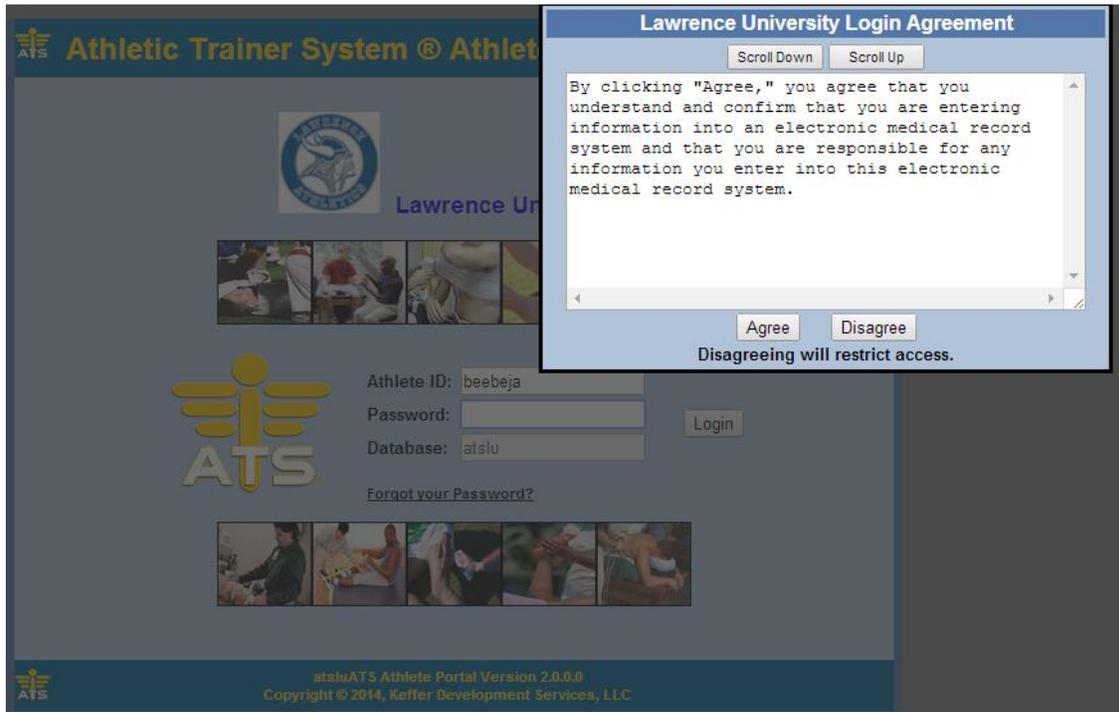
If you have any problems with this, visit the [Athlete Portal FAQ page](#) or contact Jami Rogers, the Head Athletic Trainer at [jami.l.rogers@lawrence.edu](mailto:jami.l.rogers@lawrence.edu) or 920-832-6762

1. Follow the link below. **DO NOT USE INTERNET EXPLORER!** Use Firefox, Chrome or Safari.  
<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.  
You should bookmark this address for future use.
2. Disable your pop-up blocker. (Normally under "Tools" or "Settings" in your browser.)
3. 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, click the link provided. If you forgot your username, please contact the Head Athletic Trainer.

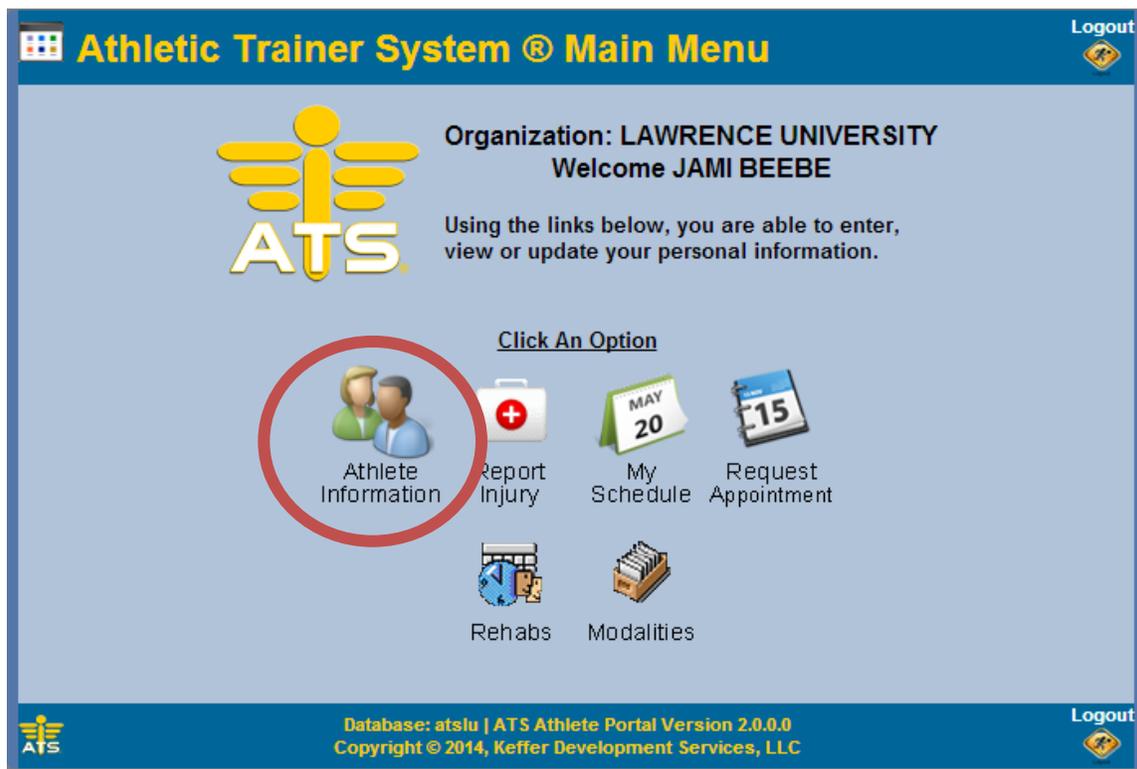


The screenshot shows the login interface for the Athletic Trainer System Athlete Portal. At the top, it says "Athletic Trainer System © Athlete Portal Login". Below that is the Lawrence University logo and name. There are two rows of small images showing athletic training scenes. The login form includes fields for "Athlete ID:" (containing "beebeja"), "Password:" (with masked characters), and "Database:" (containing "atslu"). A "Login" button is to the right of the password field. Below the form is a link for "Forgot your Password?". At the bottom, it says "atsluATS Athlete Portal Version 2.0.0.0" and "Copyright © 2014, Keffer Development Services, LLC".

4. View the "Login Agreement". Click "Agree" to continue.



5. 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.



6. 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 Athlete Portal User Instructions".**

PLEASE DOUBLE CHECK THESE ITEMS!

- Did you phone number or address change?
    - If you do not know your Dorm Room or SPC number, you can leave that information out temporarily and enter in when you receive it.
  - 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?
7. 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 for all surgeries.
  8. Next, below the surgeries, answer the **Medical Questions**. If you answer "YES" to any questions, please explain in the box provided. Please provide a date if applicable.
  9. If you have any other important medical information we need to know about, please tell us in the **Other Medical Notes** section.
  10. If you made changes on this page, click "Save Medical History", if you did not have changes to make, click "Verify Medical History."
  11. 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. If you did not receive any new any immunizations, simply click "Verify Immunizations."
  12. 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. If there are no changes, simply click "Verify Insurance Information" and move on to the next step.

Please try to fill all of the blanks as described on the next page. Blanks with a ★ 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 cannot upload an image, please e-mail the images to the Head Athletic Trainer.

**\*Please view your images before uploading to make sure they are readable.\***

Click the check box at the end to save your information.

**Repeat this step for ALL insurance policies (primary, secondary, dental, vision, etc.)**

**Insurance**

Insurance: E

Payor # (1=Prin)

No records found.

Add a New Insurance find your insurance window. Then click company to the list.



**Add Insurance Information** X

Add Insurance Information

Company: ★ Aetna ▼

Ins. Type: ★ Medical- PPO ▼

Payor # (1=Primary): ★ 1

Co. Phone: ★ 800-888-9999

Plan: True Health

Plan Type: ★ Group Health Plan ▼

CoPay: \$20

ID #: ★ ABC456

Group #: ★ 12345

Deductable \$: \$1100

or Deductable (in words):

Primary Care Physician: ★ Dr. Bees

Physician Phone: ★ 920-920-9209

Policy Holder First Name: ★ Molly

Policy Holder Middle Name: ★ K

Policy Holder Last Name: ★ Rogers

Policy Holder DOB: ★ 5/4/2014

Policy Holder SSN: ★ 999-99-9999

Policy Holder Gender: ★ Female ▼

Policy Holder Relation: ★ Child ▼

Policy Holder Street: ★ 800 Spruce Way

Policy Holder City: ★ Somewhere

Policy Holder State: ★ WI

Policy Holder Zip: ★ 54891

Policy Holder Phone: ★ 999-999-8888

Policy Holder Employer: ★ ABC Corp.

Policy Start: ★ 5/2/2014

Policy End: ★ 5/1/2015

Card Front Image:

Card Back Image:

Card Front&Back Image:

Primary Policy =1  
Secondary Policy=2

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

If you are on your own policy, choose **SELF**

You can upload front and back images separately

Or together



- Next you will enter your emergency contact information. Click on the **Contacts** tab. Then click "+Add" to add a new emergency contact. If no changes have been made, click "Verify Contact Information."
- 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 by following the directions in the form. Some forms need to be signed, see below for signature instructions. When finished, click "Save". This form has now been completed and is saved to your profile. Repeat this step for all forms listed on the checklist.

The screenshot shows the 'Athlete Information' web application interface. At the top, there is a navigation bar with tabs for 'General', 'Medical History', 'Immunizations/Paperwork', 'Insurance', 'Contact', 'Athlete Forms', and 'eFiles'. The 'Athlete Forms' tab is highlighted with a red circle. Below the navigation bar, the 'Athlete Forms' section is displayed. It includes a 'Show Submitted Forms' button and a paragraph of instructions: 'Please choose a form name and click New to start a new form. Choose a form name and a date to view that existing form. Read all questions and click Yes/No, enter a range value or enter an explanation to those that apply.' Below this, there is a red asterisk and the text '\* Items required to be filled out.' The form fields include 'Form Name:' with a text input and a dropdown arrow (circled in red), and 'Date:' with a date input and a dropdown arrow. To the right of the 'Form Name' field is a 'New' button (circled in red), followed by 'Save' and 'Print/View' buttons. At the bottom of the form, there are 'Save' and 'Print/View' buttons.

15. How to sign a form. Please follow the instructions in the last sections of each form to determine who signs what blank. **\*\*Please note the signatures will not work on touch screens, a mouse or touchpad with button must be used.\*\***
- Place your mouse in the yellow box.
  - Left click and hold, move the mouse like a pen to sign.
  - Type the signers name in the "Signed By" box.
  - Click sign, the box should now look like the second box "Document signed by parent."
  - After both boxes have been signed, click "Save" to save the form.
  - Use the "Clear" button if you would like to erase the box to re-sign.
  - The form is now complete.

Athlete/Student Signature:



\* Signed By:

Document Signed by Parent

16. 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. These forms are also available on the Athletic Training Webpage.

17. 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.

**Athlete Information** Menu Logout

General Medical History Immunizations/Paperwork Insurance Contacts Athlete Forms **eFiles**

### Electronic Files

Click the Download button for the file you wish to view.

Electronic Files provided by the athletic training staff.

Type	Description	Instructions	View
New Student Med History and Exam	2013-14 New Student Med History and Exam	This physical form is for new/transfer student-athletes.	
Returning Student Med History and Exam	2013-14 Returning Student Med History and Exam	This physical form is for returning student-athletes	
Sickle Cell Trait Testing Info and Waiver	2013-14 Sickle Cell Trait Testing Info/Waiver	The NCAA mandates that starting August 1, 2013, all Division III schools must confirm the sickle cell trait status of incoming (new and transfer) student-athletes before participation in intercollegia	
Banned Substance Exception	Banned Substance Exception Attachment PDF	This form is for your review and education. If you are taking any banned substances, please follow the directions and submit the proper documentation.	

**Electronic Files uploaded by the athlete.**

Upload an Electronic Document:

Description:

File:  No file chosen

Database: atslu | ATS Athlete Portal Version 2.0.0.0  
Copyright © 2014, Keffer Development Services, LLC

Menu Logout

18. Finally, you can review 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 and the checkmarks 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. Below the “Paperwork” area you will see a “Physical” area, as we receive your physicals and input them, your physical data will appear in that area.
19. You have now completed the information update. Just double check to make sure all your information is correct, then you can return to the main **Menu** and explore of 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, check your paperwork status, request an appointment, or report an injury.

If you have any additional questions or have problems with the update, please contact the Head Athletic Trainer.

