



Athletic Training Systems Athlete Portal Directions New Student Athletes

Important Information on Medical Compliance for Incoming Student-Athletes

Dear Incoming Student Athlete,

We are excited to be able to work with you during your athletic career at the University of Rochester. In order to expedite your clearance for participation in a varsity program here at the University, as well as ensure proper medical care, we have enclosed the following checklist to make sure that all requirements are met. All materials need to be completed in the University of Rochester Athletic Trainer System (ATS) Database by **AUGUST 1ST**. **Failure to complete the required materials will delay your ability to begin any and all training with your team.** Upon arriving on campus, all incoming student-athletes will have a sports physical and will go through a concussion baseline testing process.

How to Register for the Athletic Trainer System (ATS) and complete participation clearance

Step 1 Ensure you are connected to a secure Wi-Fi network. Then, navigate to the following link:

rochester2.atsusers.com

Step 2 At the login screen:

- Enter “NEW” for the Athlete ID
- Enter “NEW” for the Password
- If database is blank, enter “atsrochester”

Athletic Trainer System® Athlete Portal Login

University of Rochester

Athlete ID:

Password:

Database:

[Forgot your Username or Password?](#)

If you have ANY questions or problems you need to contact your sports medicine staff at your school.

atsrochesterATS Athlete Portal Version 2.0.0.0
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Step 3 Complete all **required** fields in the “General”, “Insurance” and “Contact” tabs.



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- In the “General” tab, you will create an Athlete ID and Password to log back into the ATS system. You should receive an email conformation with your Athletic ID and Password.
- In the “Insurance” tab, you will be required to upload images of the front and back of your insurance card.
Note: these images need to be less than 1 MB.
- Once all 3 tabs of required information are completed, press “Save” at the bottom of the page.

Athlete Information - UNIVERSITY OF ROCHESTER Logout

General Insurance * Contact *

Yellow colored items are required to be filled out.

Select Organization: [Yellow dropdown]

Select Team 1: [Yellow dropdown]

Select Team 2: [White dropdown]

Select Team 3: [White dropdown]

Name: [Yellow text box] [White text box] [Yellow text box]
(First) (MI) (Last)

Gender: [Yellow dropdown]

DOB: [Yellow text box] **Format must be mm/dd/yyyy**

Step 4 You are now entered into the ATS system. The number of tabs should expand, as seen below.

Athlete Information - UNIVERSITY OF ROCHESTER Menu Logout

General Medical History Immunizations/Paperwork Insurance Contacts Forms eFiles

Yellow colored items are required to be filled out.

Name: [Yellow text box] [White text box] [Yellow text box]
(First) (MI) (Last)

Gender: [Yellow dropdown]

DOB: [Yellow text box] **Format must be mm/dd/yyyy**

Phone: [White text box] Cell: [Yellow text box]

- Click on the “Forms” tab to complete all necessary forms for participation in UR athletics (there are 10)
 1. Medial History Form – PPE
 2. Athletic Consent Form
 3. Assumption of Risk
 4. Consent for Disclosure of Protected Health Information
 5. Concussion Fact Sheet for Student-Athletes
 6. Student-Athlete Concussion Statement
 7. Sickle Cell Trait Fact Sheet
 8. Sickle Cell Trait Verification/Waiver Form
 9. Athletic Director Letter to Parents
 10. Insurance Verification Form





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.

* Items required to be filled out

Form Name:

Date:

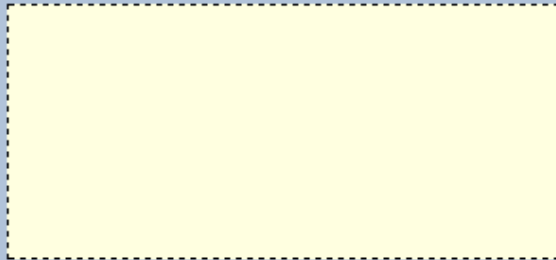
- Medical History Form - PPE
- Athletic Consent Form
- Assumption of Risk
- Consent for Disclosure of Protected Health Information
- Concussion Fact Sheet for Student-Athletes
- Student-Athlete Concussion Statement
- Sickle Cell Trait Fact Sheet
- Sickle Cell Trait Verification/Waiver Form
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- Select a form from the drop down box to complete
- Click “New” to open and complete the form
- **To Sign:**
 - Sign the form in the space provided
 - Type your name into the box below
 - Click “Sign” to save your signature
 - Save the form at the bottom of the page

Athlete/Student Signature:



Please continue your signature. 

* Signed By:

- Keep in mind that *some* of these forms require a parent/guardian signature *for everyone*
- **All forms require a parent/guardian signature if you are under the age of 18**





Step 5 If you are being treated for ADD/ADHD, download and print the compliance form for your physician to complete in addition to the physical form. Click on the “eFiles” tab located next to the “Form” tab

Athlete Information - UNIVERSITY OF ROCHESTER

General Medical History Immunizations/Paperwork Insurance Contacts 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
	Compliance forms for ADD/ADHD Meds	If taking meds that are banned by NCAA for ADD/ADHD your treating physician must complete	

Step 6 Any ADD/ADHD, physician clearances, or other pertinent medical forms should be uploaded to your eFile tab! To do this:

- Log back into the ATS system using your Athlete ID and Password (rochester2.atsusers.com)
- Click “Athlete Information”

Athletic Trainer System® Main Menu

Organization: UNIVERSITY OF ROCHESTER
Welcome ALEXANDRA VEECH

Using the links below, you are able to enter, view or update your personal information.

Click An Option

- Athlete Information
- Report Injury
- My Schedule
- Request Appointment
- Rehabs
- Modalities
- Strength
- Send Email
- Protocols

If you have ANY questions or problems you need to contact your sports medicine staff at your school.

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- Navigate again to the “eFiles” tab
- Scroll to the bottom and use the Upload Electronic Document option to upload your medical documents





Upload an Electronic Document:

Description:

Document Type:

File: No file chosen

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If you have any questions or concerns, please contact the Head Athletic Trainer

Eric Rozen

erozen@sports.rochester.edu

