

Logging on to GCU's Athletic Trainer System's (ATS) Web Portal

I. Introduction

- a. This system is what we use at GCU to collect and secure important medical and emergency contact information on our student-athletes. We utilize this system to keep track of emergency contacts and other pertinent information that might be needed in case of emergency. We also use this system to track injuries for our student-athletes, report treatments and rehabilitation plans as well as contact the student-athletes if needed.

II. Initial Log-in

- a. This system can be logged on to from **ANY** computer with **INTERNET** access. You just need to go to ***gcu2.atsusers.com***. All information will be inputted directly into GCU's secure database.
- b. Below is a picture of what you should be seeing at ***gcu2.atsusers.com***.
- c. You **DO NOT** have a pre-assigned Athlete ID or Password. You will create both during the initial set up process.

Step 1

Go to ***gcu2.atsusers.com***

Step 2

Enter **NEW** for the athlete ID

Enter **NEW** for the password

Athletic Trainer System ® Athlete Portal Login

Athlete ID: NEW

Password: ●●●

Database: ATSGCU

Login

[Forgot your Password?](#)

ATSGCUATS Athlete Portal Version 2.0.0.0
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Step 3

Enter Information in ALL Required Fields

❖ All fields below are **REQUIRED** Fields

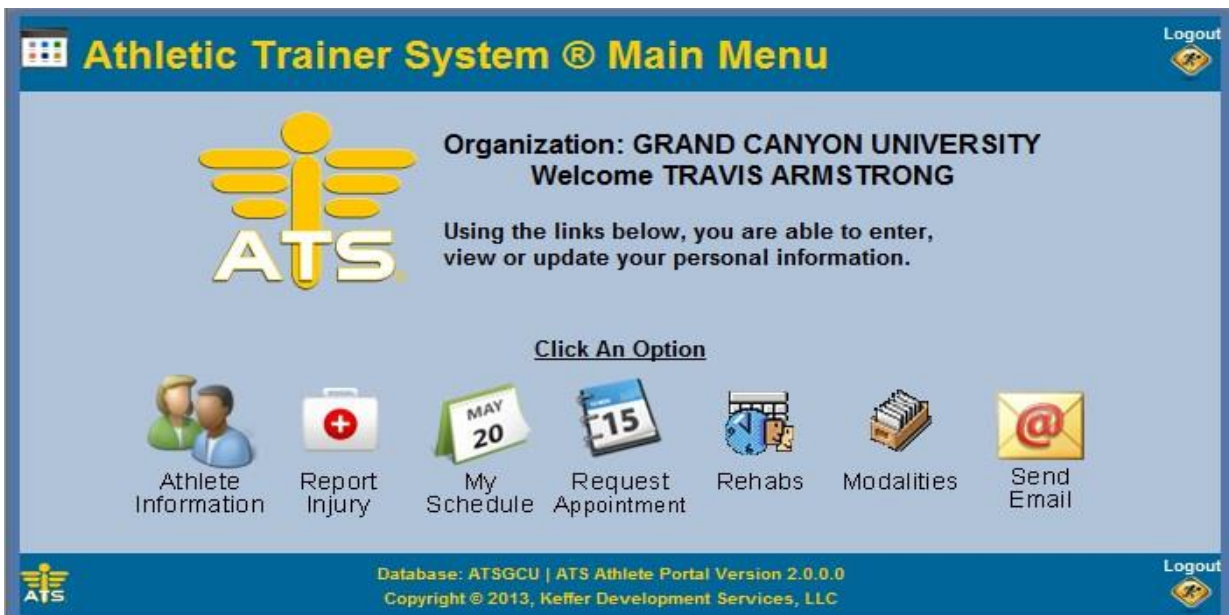
- Your team (Be sure it says “GCU Club” in front of your sport)
- First name
- Last name
- Gender
- Date of Birth (DOB)
- Phone
- Cell
- Email address
- Social Security Number (SSN) (Student ID for international students without a SSN)
- Home Address
- Address While in School
- Athlete ID (One that you create and can remember)
- Password (One that you create and can remember)
- Year
- Medical Alerts
- Allergies
- Current Medications

❑ **Social Security Number** – Your SSN is required because it is what is used for the tracking of medical information and insurance claims. The Team Drs require your SSN to be able to make an appointment. We need it to be able to file insurance claims and handle medical paperwork on your behalf. If you are an **international student** only and do not have a SSN, put your **Student ID number in instead**. If you do not have your Student ID number yet, place a 0 there for now and we will address it at a later time. Your SSN is secure in the Medical Portal and can only be accessed by the Athletic Training Staff. Step 4

Once you have completed entering your information, click the “Save” button. A confirmation email with your login ID and password will be sent to you.

III. Logged On

- a. Once logged on, you will be in your personal profile that allows you to add and/or change any information that you want to. The screen shot below is the main menu. Please check to make sure that you are the student-athlete listed at the top.

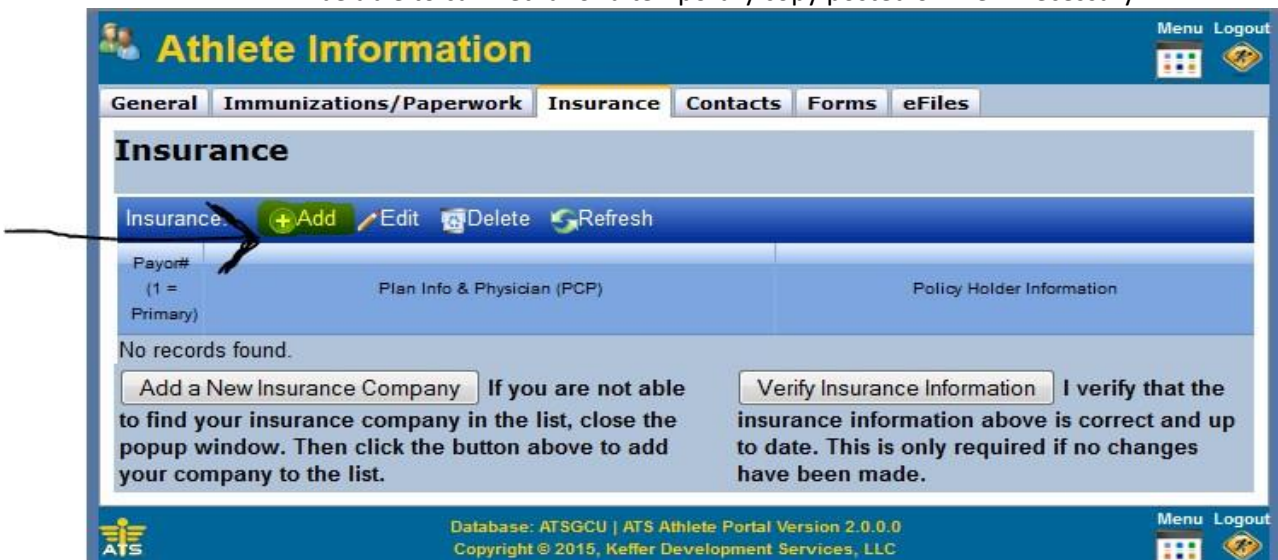


- b. Enter the “Athlete Information” section

- i. “General” information tab.

1. Please complete as much information as you can. Verify that ALL tan fields are completed.
 2. Once you have completely filled out all the information under the “General” information tab please click “Save” at the bottom of the page.
- ii. You do not need to fill out the “Immunizations” section. However, you will need to submit your immunization records to the GCU’s Student Center prior to being able to register for your semesters’ classes. You may contact them for more information at (602) 639-6215.
- iii. “Insurance” tab
1. Click on **Add (NOT Add a New Insurance Company)**
 2. Select your insurance carrier from the drop down box.
 - a. If you do not see your insurance carrier, close the pop up screen and click on Add a New Insurance Company
 3. Please fill out the following information as completely as possible. **Bold selections are REQUIRED.**

<ul style="list-style-type: none"> ❖ Insurance Company ❖ Insurance Type (HMO, PPO...) ❖ Payor # ❖ Insurance Company Phone Number ❖ Plan Name ❖ Plan Type ❖ CoPay Amount ❖ ID# ❖ Group # ❖ Your Primary Care Physician ❖ Your Primary Care Physician’s Phone Number 	<ul style="list-style-type: none"> ❖ Policy Holder First Name ❖ Policy Holder Middle Name ❖ Policy Holder Last Name ❖ Policy Holder Date of Birth (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
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 4. International athletes will automatically be placed on GCU’s plan for students called Aetna: PPO, Group #: 10013; 1-800-859-8489.
 5. Please submit your card to your athletic trainer as soon as it arrives in the mail. You will be able to call Aetna for a temporary copy posted online if necessary.



6. Once your insurance information has been filled out please click the "Save" button.
 7. Once it has saved, review the information you have entered to make sure it is correct and click on the Verify Insurance Information button at the bottom right of the window.
- iv. "Contacts" tab
1. Here you will fill out your emergency contacts.
 2. Click on the Add button.

3. Please fill out the information as completely as possible
4. Click "Save" once you are done entering the information.
5. If you would like to add additional emergency contacts click the "Add" button.
 - a. Again, once you are done entering all the information please click the "Save" button at the bottom of the screen.
6. Please provide at least **TWO emergency contacts**.

- v. "Forms" tab
1. **For NCAA/Cheer & Dance Teams:**
 2. From the "Form Name" drop down box select "NCAA/Cheer & Dance Consent Forms"
 - a. Click the NEW button

- b. It is a read, date and sign electronically form.
- c. Make sure to click on the “Save” button at the top or bottom of each screen.
 - i. Please only click “Save” once and allow it time to process.
- 3. **For Club Sports:**
- 4. From the “Form Name” drop down box select “Club Sports Consent Forms”
 - a. Click the NEW button

Athlete Information Menu Logout

General Immunizations/Paperwork Insurance Contacts **Forms** eFiles

Forms

Hide Submitted Forms

Form Name	Date/Time Form was Saved	Show Details
Returner Annual Health Review Questionnaire	5/30/2013 4:37:49 PM	Show Details Below
Pre-Participation	7/28/2011 12:48:06 PM	Show Details Below
NCAA/ Cheer & Dance Consent Forms	7/28/2011 12:41:26 PM	Show Details Below

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: Club Sports Consent Form

Date: No entries found for form

- b. It is a read, date and sign electronically form.
- c. Make sure to click on the “Save” button at the top or bottom of each screen.
 - i. Please only click “Save” once and allow it time to process.
- vi. Click on “Forms” tab again
 - 1. From the drop down box select “Pre-participation”
 - a. Click the NEW button
 - ❖ Please Note that the “Returner Annual Health Review Questionnaire” is for **Returning Athletes only** that have already filled out all necessary information in ATS

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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: Pre-Participation

Date: Select Date

- b. Read each question carefully. Some are “Yes” or “No” questions and based on your response an explanation may be required in the box provided.
- c. Once all questions have been answered, by typing your name in the provided box at the bottom of the page you are electronically signing this form.
- d. Make sure when the form is completed to click on the “Save” button at the top or bottom of each screen.
 - i. Please only click “Save” once and allow it time to process.
- c. When you have completed all the questionnaires pertaining to your medical history click the icon on the top right side of the screen. It looks like a computer screen and it will take you back to the main menu.
- d. You are now free to Log Out of the ATS system.

IV. *Don't forget to bring a front and back copy of your insurance card to the physicals. International athletes will be excused from this requirement. A soon as you get your card, bring it to your ATC.*

*Remember your user name and password so you can log on and update your information as needed.

* If you have any questions regarding any part of this process please contact

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