

Athletic Training Instructions for ATS

For New Students

1. Go to morningside2.atsusers.com
 - a. Type in **your last name plus the last four of your social security number (example-smith1111)** in the Athlete ID space
 - b. Then type in **morningside** in the password space
 - c. If the system cannot find you then use **NEW** in the Athlete ID space
 - d. And use **NEW** in the password space
2. Complete the steps on the Web Portal
 - a. Fill out all information in the general column
 - i. **Use your student ID (or use a temporary number) for your new Athlete ID**
 - ii. **Use any password you like**
 - iii. **Make sure you fill out the last three boxes on the bottom of the page.**
 - iv. **Make sure you save at the bottom of the page**
 - b. Then you will fill out Medical History
 - i. Click new to add any surgeries
 - ii. Answer all yes/no questions
 - iii. **Then SAVE!!!**
 - c. **Skip Immunizations**, move to the insurance tab and fill out completely
 - i. If your Insurance Company is not listed click **Add new insurance!!!**
 - ii. **Make sure to enter your parents info also if they are the policy holder**
 - iii. **SAVE!!!!, if it will not save follow instructions at the bottom**
 - d. In the Contacts tab enter all emergency contact information then **SAVE!!!**
 - e. Then move to Athlete forms
 - i. Select Assumption of Risk in the drop down box
 1. Click new, **read each section then date and sign!!**
 - ii. Select Athlete Injury Referral Policy
 1. Click New, then complete form
 2. Read Authorization and Electronically sign
 3. Click **SAVE!!!**
 - iii. Select Concussion Statement
 1. Click New, then complete form
 2. Read Authorization and Electronically sign
 3. Click **SAVE!!!**
 - iv. Select Drug Testing
 1. Click New, then complete form
 2. Read Authorization and Electronically sign
 3. Click **SAVE!!!**

- v. Select Pre-Existing Conditions
 - 1. Click New, then complete form
 - 2. Read Authorization and Electronically sign
 - 3. Click **SAVE!!!**
- vi. Select Waivers
 - 1. Click New, then complete form
 - 2. Read Authorization and Electronically sign
 - 3. Click **SAVE!!!**

3. Make Sure to Fill out ALL information!!!!

- 4. If you get logged out the domain name to log back in is [ATSMorningside](#)

Safari for Mac OS X

Select Preferences from the Safari menu.

Click Security.

Check Enable JavaScript.

Make sure this checkbox is not selected: "Block pop-up windows."

Close the window.

Mozilla 1.X

Select Preferences from the Edit menu.

Click the arrow next to Advanced.

Click Scripts & Plugins.

Check Navigator beneath "Enable Javascript for".

Click OK.

Firefox 0.9.X

Select Options from the Tools menu.

Click the Web Features icon.

Check "Enable JavaScript".

Click OK.