

FRESHMAN AND TRANSFER ATHLETES

1. Go to mnsu2.atsusers.com
2. Initial login:
 - a. Athlete ID: new
 - b. Password: new
 - c. Database: atsmnsu

Athletic Trainer System® Athlete Portal Login

Athlete ID:

Password:

Database:

[Forgot your Password?](#)

[Forgot your Athlete ID?](#)

If you have ANY questions or problems contact your medical staff.

Database: atsmnsu | ATS Athlete Portal Version 2.0.0.0

3. Complete all highlighted boxes.
4. Athlete StarID: Use your MSU techID (all numbers) instead.
5. Password: Choose a new password, whatever you will remember.

Athlete Information - MINNESOTA STATE UNIVERSITY, MANKATO

General | Contact * | eFiles

Yellow colored items are required to be filled out.

Select Team 1:

Select Team 2:

Select Team 3:

Name: (First) (Middle) (Last)

Gender: DOB: Format must be mm/dd/yyyy

Phone: Cell:

Email: SSN #:

Text Address: (1234567890@domain.com) [Cell Phone Carrier Domain Info](#)

Twitter Tag:

Mankato Address:

City: State/Province:

Zip Code: Country:

Home Address:

City: State/Province:

Zip Code: Country:

Athlete StarID **Use TechID*****

Used to log into the ATS Athlete Portal and Kiosk

Alternate ID:

Password:

No

FRESHMAN AND TRANSFER ATHLETES

6. Year: Enter the year you started college at any institution.
7. Add in Medical Alerts/Allergies/Medications.

Year:

Blood Type:

Driver #:

Passport #:

Race:

Marital:

PHOTO AVAILABLE

(Suggested Size: 160x200 and < 1MB)

Choose File No file chosen

Ethnicity:

Employed:

Preferred Hospital Information:

Family Physician Information:

Medical Alerts (Size limit 200):

Allergies (Size limit 200):

Current Medications (Size limit 200):

Save Athlete Information

Use Drop Downs or type in Medical Alerts/Allergies/Medications

ENTER "N/A" IF YOU HAVE NONE

Database: atsmnsu | ATS Athlete Portal Version 2.0.0.0
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Logout

8. Make sure to "Save Athlete Information" at the bottom of the page.
9. Next Select the **Contact** tab at the top of the page.
10. Enter Emergency Contact information.
11. Select "Save Athlete Information".

Athlete Information - MINNESOTA STATE UNIVERSITY, MANKATO

General **Contact *** eFiles

Contact's Name:

Relationship:

Primary Phone:

Cell:

Work Phone:

Email:

Employed? ☐

Employer Name:

Notes:

Save Athlete Information

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Logout

FRESHMAN AND TRANSFER ATHLETES

12. Once you have saved the information, more tabs will load.
13. Go to the **Insurance** Tab.
14. Click "Add".
15. Fill out the highlighted boxes.

16. Upload *CLEAR* pictures of the front and back of your insurance card.
17. Save once everything is complete.
18. Next go to the **Forms** Tab.

FRESHMAN AND TRANSFER ATHLETES

19. Select the "Form Name" drop-down.
20. Select each form in the drop-down menu and select "New".
 - ***DO NOT complete the ADD/ADHD forms, unless you have ADD/ADHD
 - ***DO NOT complete the Returner Medical Update Form
21. Answer all questions on the form, "esign" in the box at the bottom and type name.
22. Save each form and go to the next.
23. **Sickle Cell Trait status required-** Blood test required at time of physical unless previous results known and can be uploaded to **eFiles** tab

PHYSICAL

24. Select the **eFiles** tab at the top of the page.
25. Download and Print the Physical Form.
26. Take it with you for your doctor to fill out at your physical exam.
27. Once Physical is completed, login again with your techID and password.
28. Upload the physical under the **eFiles** tab. DO NOT TURN IN A PAPER FORM!!

Athlete Information - MINNESOTA STATE UNIVERSITY, MANKATO

Menu Logout

General 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
Physical Form	Physical form	Please print and take to your doctor for your physical exam.	

Electronic Files uploaded by the athlete.

Upload an Electronic Document:

Description:

Document Type:

File: No file chosen

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Menu Logout

**YOU MUST COMPELTE ALL TABS BEFORE YOUR MEDICAL CLEARANCE
PAPERWORK IS COMPLETE!**