

# Collin College

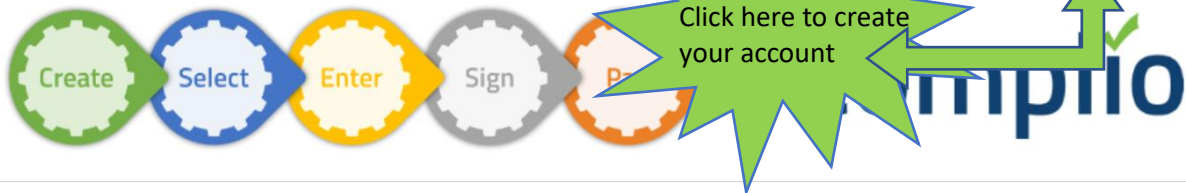
## Student User Guide to Complio

Go to : <http://collincompliance.com/index.html>  
create your account.

Complio will send you an activation email, please  
click on this email to activate your account.

### Welcome to Collin College's Complio Website

Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The Complio Screening process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.



1

Create your Account & Subscribe



2

Select A Screening Package



3

Enter Information



Select your Program of Study and then Load Packages. You will see several different packages listed, please refer to your school if you're unsure of which package you need to order.

American DataBank does not know which package you need. (see next page)

You may order subsequent packages if needed at any time via the Place Order icon in the top right-hand corner

## Create Order (Step 1)

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

### Identifying Information

Institution Name:	Collin College		
Select Concentration: *	Health Professions Programs	Select Program:*	CNA - Certified Nursing Assistant
<a href="#">Load Packages</a>			

### Tracking

#### Immunization Package(s)

- Collin College Tracking Package
- 12 Months (\$30.00)

[View Package Details](#)

Estimated Tracking Total:

### Screening

- Background Check (\$27.00)

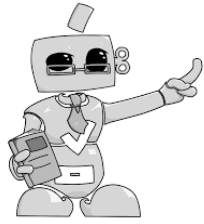
\*Additional fees may apply. [View Package Details](#)

*\*PLEASE NOTE: For each applicant-provided alias name and/or additional locations outside of the base price, an additional fee will be added per search location found in the applicant-provided residential history. Some states charge additional court access fees. If any additional fees apply, they will be noted on your order summary page **before** you complete your order.*

## Checking Your Order Status

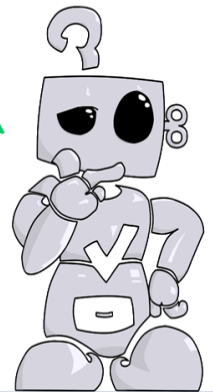
### Service Group Detail

Order Number	Service Group Name	Status
1-4652	Background Check	In Progress

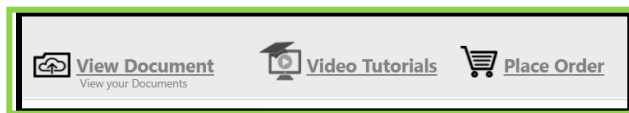


Each time you login, Complio will show you the status of the screening services you have ordered.

# Questions?



If you need assistance, you may click on the Video Tutorials tab on the top right-hand side of your account. It will pull up several videos and answer some of the more frequently asked questions.



You may also live chat with a representative by clicking on the *Chat with an Expert* icon in the bottom right-hand corner.

