

College of Southern Idaho

Student guide to Complio

Required immunizations and certifications



What you need to know about compliance and immunization requirements

College of Southern Idaho students will need to provide documentation regarding the completion of their immunization, background check, drug screen, required trainings and related compliance records. CSI uses a vendor called American DataBank to help students track, access, and maintain their compliance records through their academic program. American DataBank has created a web-based database allows students to access their immunization and compliance records from a computer and gives students the ability to update and download their compliance “passport” at their convenience. This system is known as Complio and automatically notifies students when immunization or compliance records are expiring so that students can update their records as needed.

This guide contains details about how to complete the immunization and certification requirements which must be completed. Please review these materials closely and complete the required items today.

Clinical agency requirements

Students placed at clinical agencies are required to provide their immunization and compliance materials prior to being placed in that setting. Your program faculty and staff may halt your attendance in clinical course work at any time if your immunization and clinical requirements have not been met.

Complio support

Account login: csidahocompliance.com

Technical Support:
complio@americandatabank.com

Or
(800) 200-0853

Getting Started Check list

1. Create your Complio account

- a. Using Chrome or Firefox go to csidahocompliance.com and place your order for the Immunization Tracking Package as well as the Background Check Package. Once you have placed your order, Complio will provide you with a list of requirement Immunizations and email you the necessary drug screening registration. Complio will provide you with your username and password via email. Please allow one business day to receive your user ID and password and double check your spam or junk folder if you do not receive it.

2. Gather your immunization records

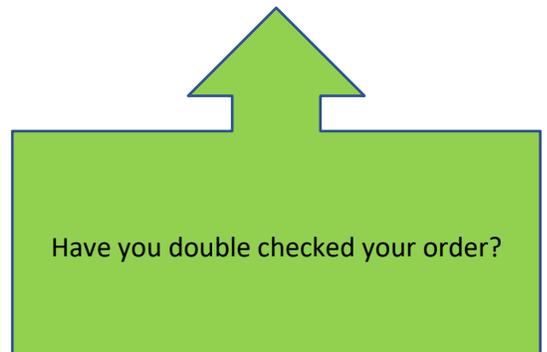
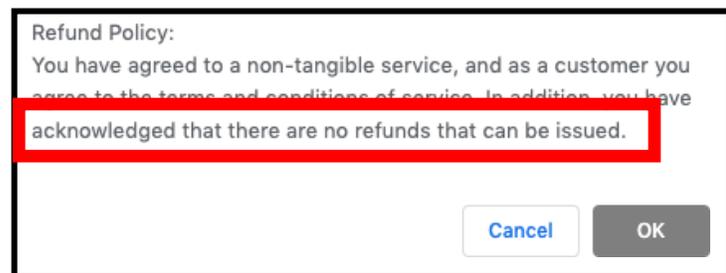
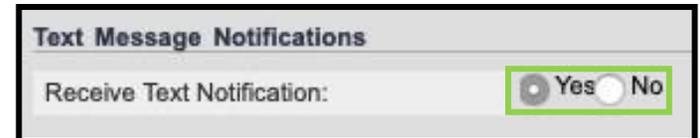
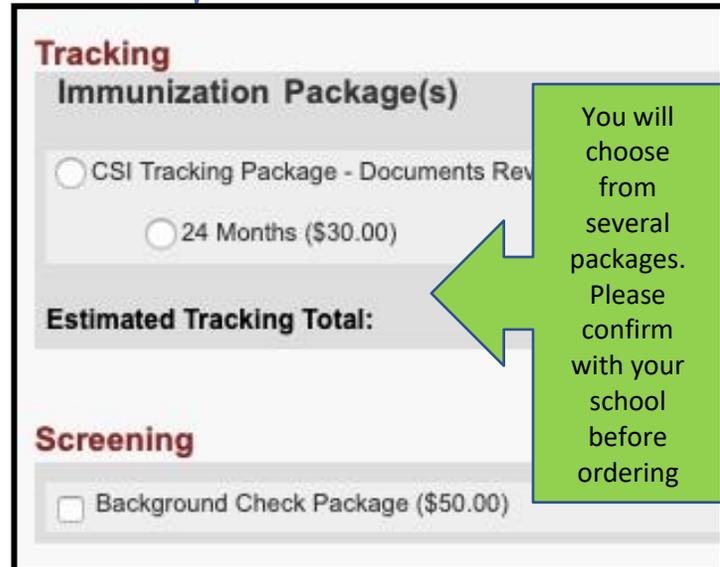
- a. Complio will provide you with a list of all immunization requirements, which will also be emailed to you at the same time you place your order. Please review these carefully to ensure you have all documentation.

3. Submit Materials

- a. When you receive your drug screening information please follow all instructions found in the email and take the appropriate action. Your background check results will be uploaded for you upon completion by American DataBank. Your drug screening results will be uploaded to your account 72 business hours after you complete the collection.

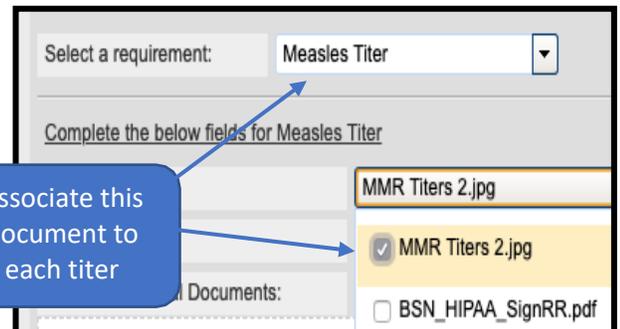
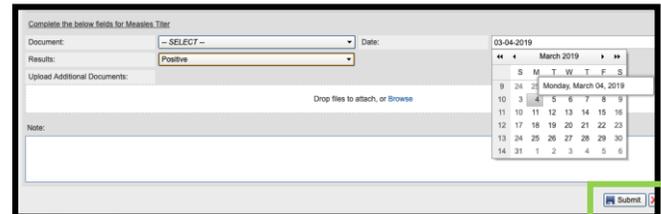
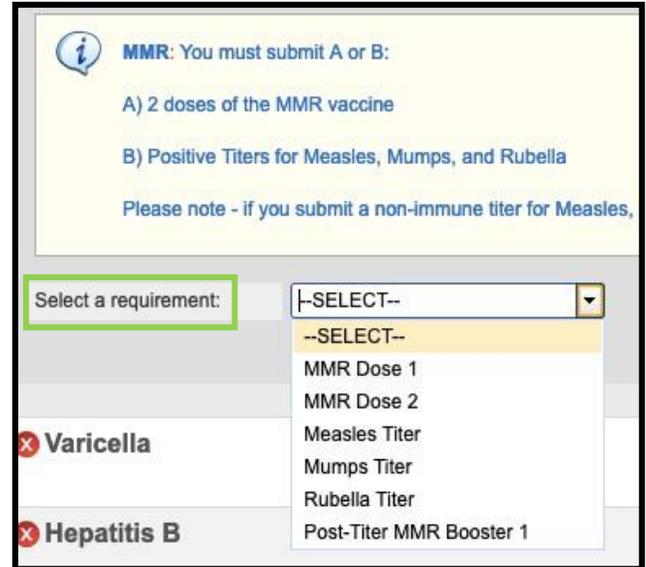
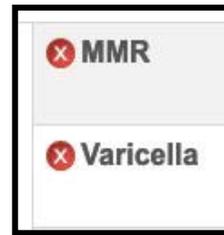
How to set up your Complio account

1. Go to csidahocompliance.com to create your account by clicking on the “New Users” button
2. Once you create your account, you will receive an email with an activation link.
 - a. Follow this link to login to your account. If you do not click on the link, your account will not be activated
3. Click on the Get Started button to begin the ordering process
4. Select your program of study and then click on “Load Packages”
 - a. You will see several different packages listed. If you’re unsure of what to order, please contact your school to confirm.
5. Step 2 will ask you to confirm all details you entered when you created your account.
 - a. This information will be used to run your criminal background check and drug screening. It is imperative that you confirm that all details are correct. If you order incorrectly, you will have to place another order and a refund is not available.
 - b. We encourage you to opt-in to receive Text notifications regarding your Complio account
6. Signing Forms
 - a. There will be several forms to sign. Review the document and scroll down the bottom of the page where you will check the you’ve read and agree to the documentation. Using your mouse or track pad, sign your name and click Next to proceed. The form will refresh to show your signature in the form. You will click Next to move forward.
7. Order Review
 - a. You will confirm your order on the Order Review page. Please double check your package selections as once you enter your payment information your order is not eligible for a refund. Please confirm your order before proceeding.

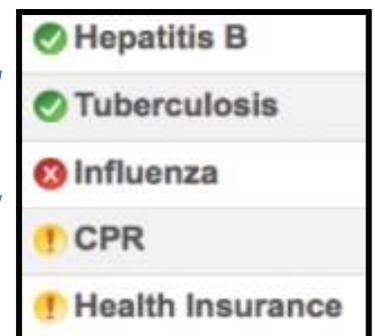


How to set up your Complio account

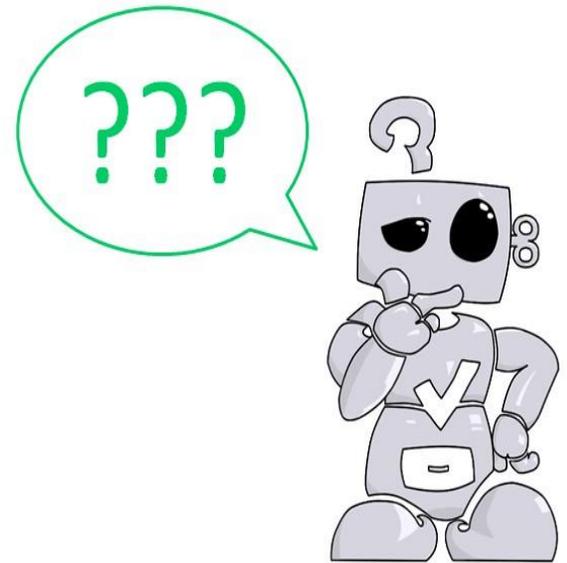
8. Return to your home page, where you will see a video that shows you how to upload documents. Watch this video
9. Once you've watched the video, you will be able to see a list of all your requirements. Click on "Enter Requirements" on the right side and indicate which required items you are submitting.
 - a. You will see what steps are required to become compliant for each category as soon as you click "Enter Requirements"
10. Choose your pathway to compliance in the dropdown
 - a. Once you choose your option, Complio will ask you for additional information. Please enter all applicable details
 - b. Don't forget to click Submit!
11. You may need to submit multiple items for a single compliance category
 - a. Once you've uploaded a document once, it can be associated to as many items as you need. Just click the "Document" drop down once you select your requirement. In this screenshot, the student is associating their document "MMR Titer 2" to each titer individually (Measles, Mumps, and Rubella).
 - b. Do yourself a favor and label your documents with the contents. It will save you a great deal of time
12. American DataBank will review your documents within 1-3 business days once they are submitted
 - a. ADB reviewed your documents to ensure they meet your school's standards. They are following the direction of the school and do not make the standards themselves.
 - b. If will be notified via email and text (if you opted in) as to the status of the document you submitted.
 - c. If your document did not meet the standards, it is considered not approved and you will need to determine the next steps. If your document does meet the standards, it will be approved.
13. If you have any questions about what information your documents need to have in order to be approved, please click on Requirement Explanation at the top of your screen



Once you submit your documents, they will have a status. Green = approved, Red = not compliant, Yellow = Pending Review



Questions?



©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students' statuses.

Email: Complio@americandatabank.com

Phone: **800-200-0853**

Live Service: 7am-6pm MT M-F; 8am-4pm MT Sa

Address: 110 16th Street
Suite 800
Denver, CO 80202