

The Complio system provides background check, drug screening, FBI fingerprints, and compliance tracking for students and applicants. Please follow the next steps.

## Create an Account

Step 1

At the customized we've created for you, click on **New Users (Create An Account)**.



Step 2

Complete the required information and click on **Create Account & Proceed**.

**Create an account**

Please fill the form below to create an account. The items with \* text are required.

**Account Information**

Username: \*

Password: \*  Confirm Password: \*

**Personal Information**

I don't have Middle Name.

First Name: \*  Middle Name: \*  Last Name: \*

I have an Alias/Maiden

Gender: \*  Date of Birth: \*  Social Security Number: \*

Select Profile Picture:

**Contact Information**

Primary Email: \*  Confirm Primary Email: \*

Secondary Email:  Confirm Secondary Email:

Address 1: \*  Address 2:

Country: \*  State: \*  City: \*

Zip Code: \*  County: \*

Primary Phone: \*  Secondary Phone:

Please enter the Verification Code as shown in the image on the right: \*

**PAYJU**

Step 3

Check your email for an activation email and click on the link to activate your account.

You can log in using these credentials after activating your account. Please click the below link in order to activate your account:

<https://NovaSoutheasternUniv.complio.com/login.aspx?UserVerCode=d004301eb0aw90e4125688affc11fd16>

If the link does not work for you, please copy the URL and paste it into your browser.

# Place an Order

Step 1

Return to the customized URL, click on **Existing Users (Click Here to Login)**.



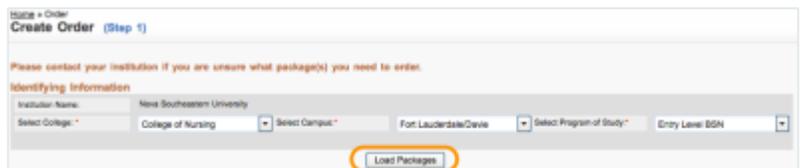
Step 2

Sign In and click **Get Started**.



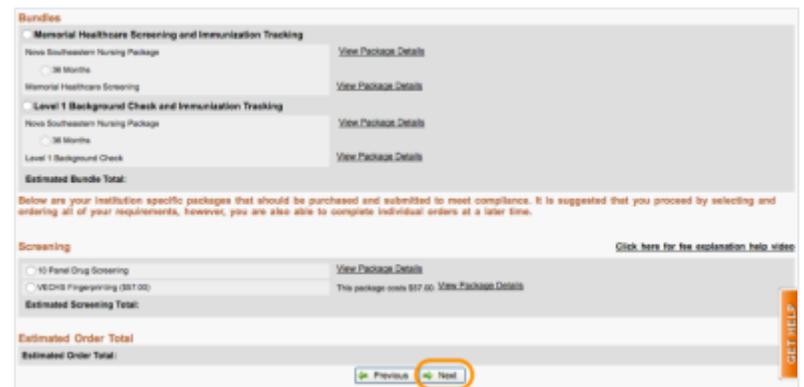
Step 3

Select from the dropdown menus applicable to you, then click **Load Packages**.



Step 4

Only select the service your program instructs you to purchase and click **Next**.



Follow the instructions and continue the purchase process until the order is complete.

*Note: All orders that include a drug screen service will have the registration form automatically sent to your email.*

*Note: All orders that include an FBI fingerprint service will have additional instructions automatically sent to your email.*

# Clinical Rotation

**Step 1**

Once you've placed an order, your school will be able to assign you to a Clinical Rotation.

**Step 2**

You will receive an email notification requesting that you log into your Complio account.

**Clinical Rotations**

Agency:  Department:  Program:   
 Course:  Instructor/Preceptor:  Status:  All  Active  In-active

Agency Name	Department	Program	Course	Unit/Floor/Location	No of Hours	Days	Shift	Time	Start Date	End Date	Instructor/Preceptor	Compliance Status
Children's Hospital	Nursing	BSN	NURS-111	5 West	12	Monday, Wednesday	AM	7:00 AM - 3:00 PM	1/4/2016	8/8/2016	<a href="#">Detail</a>	<span style="color: red;">✘</span>

**Step 3**

From your dashboard, click on the **Clinical Rotation** tab. Locate your rotation and click **Detail**.

**Step 4**

Requirements for that rotation will be listed. You will see your compliance status next to the requirement. Complete any that are Incomplete.

**Rotation Details**

Agency:	Children's Hospital	Complio ID:	RT-40-1	Rotation Name:	MedSurge
Type/Specialty:		Department:	Nursing	Program:	BSN
Course:	NURS-111	Term:	Spring 2017	Unit/Floor or Location:	5 West
# of Recommended Hours:	12	Days:	Monday, Wednesday	Shift:	AM
Time:	7:00AM-3:00PM	Dates:	01/04/2016-08/08/2016	Instructor/Preceptor:	

**Other Details**

Agency Status:	Test	# of Groups:	Test
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**Rotation Compliance Status Not Compliant** ✘

Requirement Category/Item <small>(Expand / Collapse)</small>	Status
<b>Required Requirement Category</b>	
<span style="color: red;">✘</span> Student Confidentiality Form	Incomplete

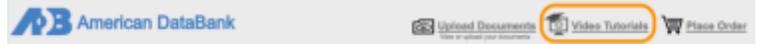
**Notes**

**GET HELP**

# Additional Resources

## Video Tutorials

Log into Complo, click on **Video Tutorials** in Top Menu



## Live Chat & Email

Log into Complo, click on **Get Help**



## Phone Support

1-800-200-0853 (Mon-Fri 9am-8pm EST, Sat 10am-7pm)