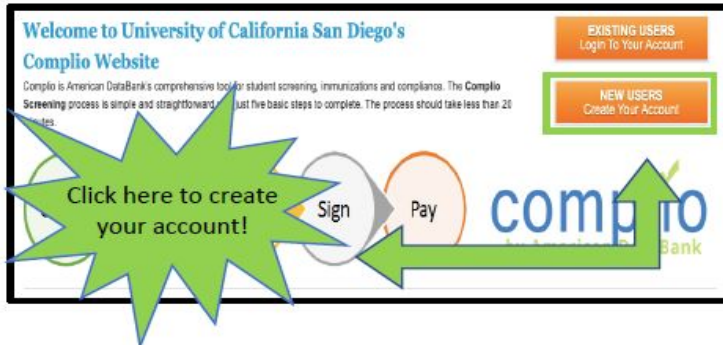


# Complio Student Instructions

## Create Account and Place Orders:

1. Create your account via <http://UCSD.complio.com> by clicking on “New Users” and completing form



2. Students must enter their personal and contact information in all fields marked with an asterisk.
3. Press Create Account & Proceed to finish.

**Create an account**

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

**Personal Information**

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

I don't have a Middle Name.

Do you have an SSN?: \*  Yes  No Social Security Number: \*

I have an Alias or Maiden name

Gender: \*  Date of Birth: \*

**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:

**Profile Information**

D Number: \*

**Account Information**

Username: \*

Password: \*  Confirm Password: \*

4. From student user dashboard, select “Place Order”

**Username:**  
SOPTest

**Institute:**  
UCSD

JD

Change

Background Screening

Clinical Rotation

Edit Profile

**Order History**

Message Center

Report

Profile Sharing

Order History

Order Number	Order Date	Institution Hierarchy	Payment Type	Amount	Payment Status	
298-2470	07/09/2019 03:36 PM	University of California San Diego > Pharmacy > APPE	Invoice to Institution		Cancelled	<a href="#">View Details</a> <a href="#">Print Receipt</a>

Purchased Subscription(s)

Institution Hierarchy	Package Name	Time Remaining	Subscription Renewal	Compliance Status
No records to display.				

- Select "Pharmacy" as program of study, "IPPE" as experiential level, and "Load Packages"
- Select "UCSD Pharmacy Package" under Immunization Package(s), and click "Next"

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

**Identifying Information**

Institution Name: UCSD

Select Program of Study: \* Pharmacy

Select Experiential Level: \* IPPE

Load Packages

**Tracking**

**Immunization Package(s)**

UCSD IPPE Package No Background Check/Drug Screen [View Package Details](#)  
36 Months

UCSD IPPE Package WITH background check/drug screen [View Package Details](#)  
36 Months

**Estimated Tracking Total:**

**Screening**

Criminal Background Check and Drug Screen [View Package Details](#)

Drug Screen ONLY [View Package Details](#)

Criminal Background Check [View Package Details](#)

Placement Matching and Rotation Access [View Package Details](#)

**Estimated Order Total**

Estimated Order Total:

Previous Next

[Click here for fee explanation help video](#)

- Reconfirm personal details are correct and select "Next"
- Read and Sign Complio Terms of Use

**COMPLIO TERMS OF USE**

**General**

Welcome to the Complio System powered by American DataBank, LLC ("ADB"). By placing an order in the Complio System ("System"), you accept and agree that the Terms of Use in this document constitute a binding agreement between you and ADB.

The term "Health Information" as used in this agreement means any of your vaccination, immunization or other health-related information, records or documents.


The term "Screening Information" as used in this agreement means any of your background screening / consumer report information, including for example criminal history, drug test and employment or education verification information.


The term "Prior Records" as used in this agreement means any of your Health Information or Screening information that may previously have been created or stored in a different database or computer system other than the Complio System.

**Profile Sharing by Students** (not applicable to employment applicants)

I Agree

Sign Here [Clear Signature](#)



[Previous](#) [Next](#) 

**9. Review and select "Next" again**

I Agree

[Previous](#) [Next](#)

**10. Read and Sign Consent for Participation in Clinical Rotations**

**Consent Required for Participation in Clinical Rotations**

As part of our curriculum, you will have an opportunity to gain practical, hands-on experience through a training/observation program ("Rotation") with one of the clinics, hospitals or health care organizations ("Clinics") where you are placed by your school. At times, these Clinics request copies of certain health and/or background screening information as a condition for your participation in the Rotation.

You authorize American DataBank and/or your school to transmit your health and/or background screening information to any Clinic, auditing agency or other entity with whom your school cooperates in connection with your Rotation. Such transmittal will be deemed made by you, and not by American DataBank or your school, the same as if you had downloaded and emailed the information to the Clinic or other entity. You agree that neither American DataBank nor your school shall have responsibility or liability for any such transmittal.

1 of 1

I have read and agree to the above Disclosure & Authorization form.

Sign Here [Clear Signature](#)



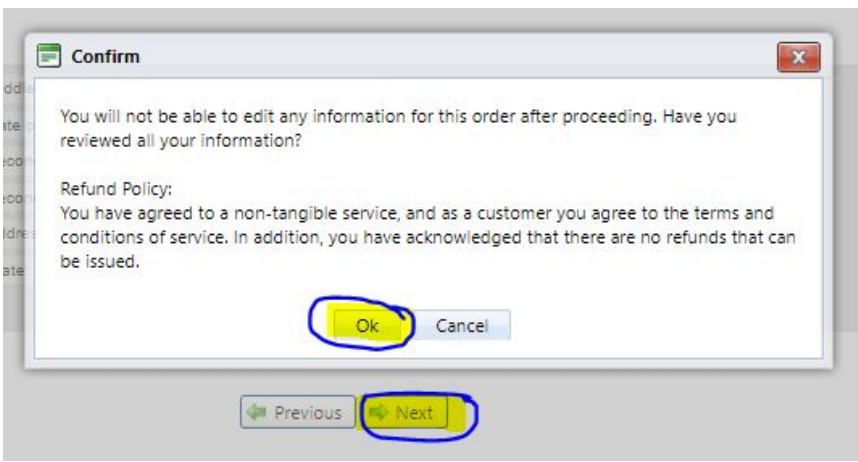
[Previous](#) [Next](#) 

**11. Review and Select "Next" again**

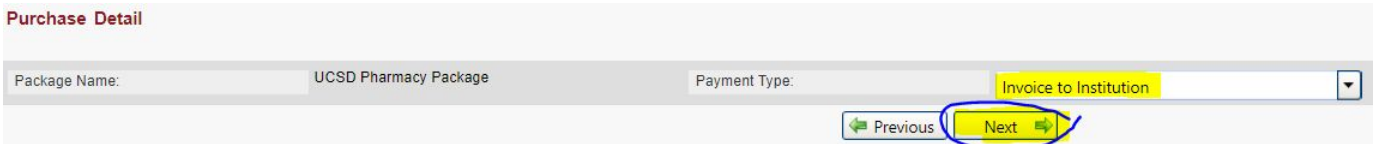
I have read and agree to the above Disclosure & Authorization form.

[Previous](#) [Next](#)

12. Order Review: Please review your order details. Make changes as necessary. Select “Next”, and “Ok”



13. Ensure “Invoice to Institution”, and “Next”



14. Ensure you see “Thank You! Order is confirmed” on top of final screen (7 of 7 steps).

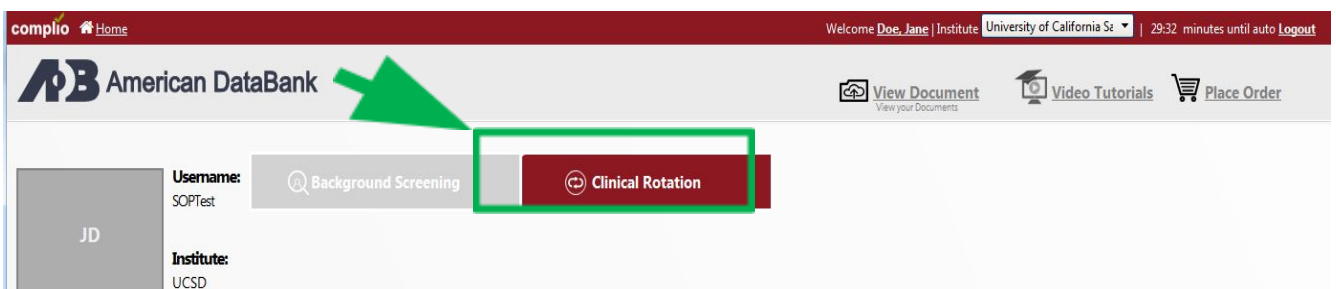
15. Review summary of order and select “Go to Dashboard” or Exit



(Only Applicable Once You Have a Rotation that Onboards WITHIN Complio)

Completing Rotation Requirement Package Items:

1. The rotation you are assigned has a set of requirements you must fulfil to attend the site.
2. Once logged in, navigate to the 'Clinical Rotation' tab to review and enter requirements.



3. To review what needs to be completed for a rotation, click ‘Detail’.

Scripps * Encinitas Hospital * Allied Health * Pharmacy *	TEST Pharmacy	TEST PharmD	TEST 431MC Infectious Disease	240	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday	-	11/11/2019	12/20/2019	<a href="#">Detail</a>	
---	------------------	----------------	-------------------------------------	-----	--	---	------------	------------	------------------------	--

4. Student completes Rotation Requirement Package items listed with icon.
  - a. IPPE Coordinator will upload background check, drug screen, immunization items & CPR (not student)
5. To determine what you need to do for compliance, click on ‘Enter Requirements’ to expand the category.

Compliance Category/Item (Expand / Collapse)		Rotation Compliance Status	Status
<b>Required Compliance Category</b>			
✖ 2019 Culture of Safety Infection Prevention for Clinical Faculty	<a href="#">+ Enter Requirement</a>	Not Compliant ✖	Incomplete
✔ CPR Certification	<a href="#">+ Enter Requirement</a>		Approved
✔ Drug Screen	<a href="#">+ Enter Requirement</a>		Approved

- Review the pathways to compliance and complete the requirement.
- Tip for modules: Right click on module links and open them in a new tab. Take screen shots of certificates to upload as evidence.

**Add New Requirement**

**2019 Culture of Safety Infection Prevention for Clinical Faculty:**

You must complete the following required online orientation module prior to your first day at Scripps.

You must take a screen shot of your certificate of completion for each module and upload them to your Complio profile. The certificate of completion is your proof of completion, we are unable to verify or reprint.

[Click here to access this module.](#)

If you are having technical issues accessing the modules, please try the following steps:

- Use Internet Explorer as your browser
- Clear your browser's cache and cookies
- Update your Flash player

Select a requirement: 2019 Culture of Safety Infection I

Document: -- SELECT -- Expiration Date:

Upload Additional Documents:

Drop files to attach, or [Browse](#)

Submit
Cancel

- The rotation requirements that are pending will be reviewed by the Experiential Coordinator and sent to the site once approved and are compliant.