

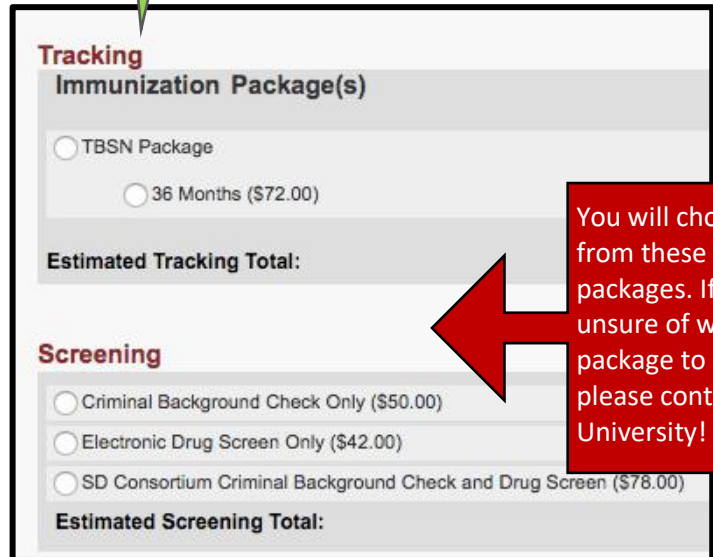
CSUSM

Criminal Background Check & Immunization Tracking

1. Go to sdnahcbackground.com. If you're a new user, click on "New Users – Create an Account" in the top right hand corner of the page. Follow the steps to create your account. Once you create your account, you will receive an email with an activation link. Follow this link to log into your account. If you do not click on this link, your account will not be activated.



3. You will be prompted to begin your order. Watch the video and click "Get Started."
4. Select your school, program, and cohort from the dropdown that appears on the order screen. Then click "Load Packages."
5. Choose the appropriate package(s) for your program. The price of any packages ordered will be displayed as you select them. **If you are unsure of which package(s) to order, please reach out to your University.**

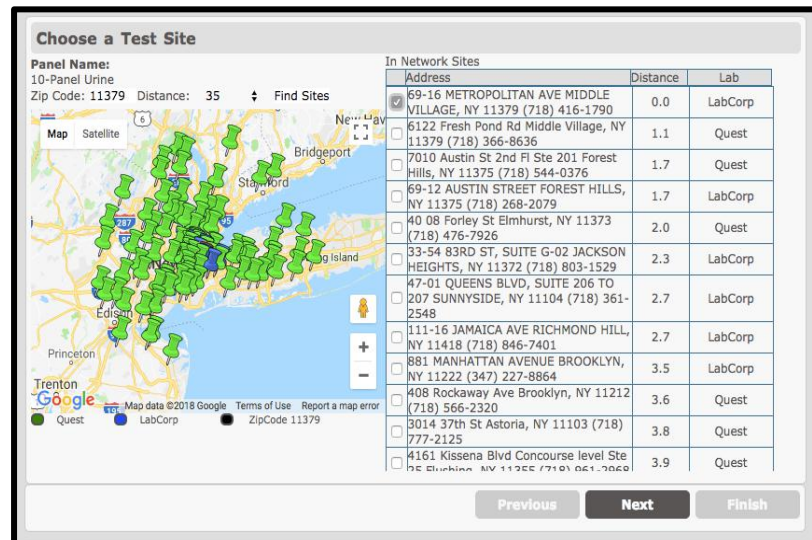


You will choose from these packages. If you're unsure of which package to order, please contact your University!

6. **Electronic Drug Screen Information** – if you are ordering a drug screen, you will be able to select your drug screen location. After your payment has been accepted, the drug screening registration will be emailed to you. Take this with you when you give your collection.

7. Review the order information as well as personal information to make sure everything is entered correctly. You will also be prompted to read and sign the Disclosure & Authorization form before you complete your order.

8. After entering your payment information, a confirmation of payment from American DataBank will be sent to the email address you provided.



Uploading Documents

Background Checks are typically completed in 3 business days

American Databank | Since your last login

Since your last login 0 item(s) have been marked "meets requirements", 0 item(s) have been marked "does not meet requirements", and 0 are still pending review.

You are still not compliant in the following category(s):

- Hepatitis B

You have following upcoming expiration category(s):

Category Name	Expiration Date
Influenza Vaccine	10/1/2018
Professional Liability Insurance	12/19/2018
Tuberculosis	1/6/2019
American Heart Association BLS Provider CPR	11/1/2020
Tdap	12/19/2027

Each time you login, Complio will remind you which categories are still not compliant.

It will also show you if you have any categories that will expire soon.

9. From the home page of your Complio account, click "Upload Documents" on the upper right hand side of the screen. Browse through your files for the documents you want to upload into your Complio document library.

Upload Documents
View or upload your documents

Video Tutorials Place Order

complio Home

American Databank

Compliance Manage Documents

Upload Documents
Click browse button to select files.

Map Documents

Desktop

Name	Date Modified	Size	Kind
Immunizations	Feb 21, 2018, 2:29 PM	--	Folder
Chest X-ray.jpg	Jan 19, 2018, 8:02 AM	83 KB	JPEG Image
Completed Screening.pdf	Feb 5, 2018, 9:25 AM	689 KB	PDF Document
CPR card.jpeg	Feb 21, 2018, 2:29 PM	135 KB	JPEG Image
Handbooksignature.pdf	Feb 6, 2018, 3:14 PM	387 KB	PDF Document
Health Insurance.png	Feb 5, 2018, 9:03 AM	59 KB	PNG Image
Hepatitis B titer .png	Jan 19, 2018, 8:05 AM	41 KB	PNG Image
Influenza .jpg	Feb 5, 2018, 9:00 AM	80 KB	JPEG Image
MemorialTBScreeningForm.pdf	Jan 29, 2018, 2:24 PM	48 KB	PDF Document
MMR Dose 1 and 2.gif	Jan 19, 2018, 8:03 AM	8 KB	GIF Image
MMR Titer.jpg	Feb 5, 2018, 8:42 AM	80 KB	JPEG Image
Performance Standards.jpg	Feb 5, 2018, 9:11 AM	80 KB	JPEG Image
Positive PPD.jpg	Feb 5, 2018, 8:52 AM	6 KB	JPEG Image

You can also upload these as you completed each requirement individually. You can associate the same document to more than one requirement. If the requirement needs a series of titers or shots, you will need to associate your document to each item.

Upload Documents
Click browse button to select files.

- Chest X-ray.jpg x Remove
Description:
- CPR card.jpeg x Remove
Description:
- Health Insurance.png x Remove
Description:
- Hepatitis B titer .png x Remove
Description:
- Influenza .jpg x Remove
Description:

Browse

Upload All Cancel

Pro Tip: Take the time to label your documents so you can easily tell what each PDF shows. This will make associating the documents much easier!

Associating Documents

10. Return to your Home page, where you will see the list of requirements listed.

11. Click “Enter Requirements” to the right side and indicate which required items you are submitting. You will see what is required to become compliant for each category as soon as you click “Enter Requirements”.

12. Choose the documents from your document library that should be associated with each item. You may also upload these individually into the category as well.

13. You may need to submit multiple items for a single compliance category. You may also assign the same document to multiple items.

14. Enter the details required for each item – date, results, etc.

15. Documents are reviewed within 1-3 business days. Be sure to submit documents at least 3 business days prior to any deadline you have.

16. Don’t forget to click “Submit”!

A table with two columns: 'Compliance Category/Item (Expand / Collapse)' and 'Requirement Explanation'. The table lists four categories: MMR, Varicella, Hepatitis B, and Tuberculosis. Each category has an 'Enter Requirements' button to its right. The 'Enter Requirements' button for MMR is highlighted with a red box.

The 'Add New Requirement' form for MMR. It shows the requirement text: 'You must submit proof of a Measles Titer, Mumps Titer, and Rubella Titer, dated within the last 10 years. If any of your titers are not positive (negative or equivocal) you must submit 2 MMR Boosters dated after your not immune titer(s). If you must submit MMR Boosters, they must be dated at least 30 days apart. You will be compliant for 30 days after you submit MMR Booster 1.' Below the text is a dropdown menu labeled 'Select a requirement:' with a list of options: Measles Titer, Mumps Titer, Rubella Titer, MMR Booster 1, and MMR Booster 2. The 'Measles Titer' option is selected and highlighted with a red box.

You might need to submit more than one item for each category. You can associate the same document to more than one item in each category. In this example I would want to associate my document to each titer – Measles, Mumps, and Rubella. I then need to add my result and my date for each titer as well.

The 'Measles Titer' requirement form. It shows the requirement text: 'You must submit proof of a Measles Titer, Mumps Titer, and a Rubella Titer, dated within the last 10 years. If any of your titers are not positive (negative or equivocal) you must submit 2 MMR Boosters dated after your not immune titer(s). If you must submit MMR Boosters, they must be dated at least 30 days apart. You will be compliant for 30 days after you submit MMR Booster 1.' Below the text is a dropdown menu labeled 'Select a requirement:' with 'Measles Titer' selected and highlighted with a red box. To the right of the dropdown is a link 'Apply For Exception'. Below the dropdown is a section titled 'Fill the form below for Measles Titer' with fields for 'Date:' (02-05-2018), 'Document:' (-SELECT-), and 'Results:' (Positive). Below the 'Results:' field is a section for 'Upload Additional Documents:' with a file upload area showing 'MMR Titer.jpg' and a 'Browse' button. A red starburst callout points to the file upload area with the text: 'I need to associate this document to each titer!'. At the bottom right are 'Submit' and 'Cancel' buttons, with 'Submit' highlighted by a red box.

Document review

17. Once you have submitted your documentation for review, the red X on the left side of your home screen will become a yellow exclamation point. A yellow exclamation point indicates your document is pending review.

18. American DataBank will review your documents to ensure they meet your University's standards.

19. If you have any questions about what your documents needs to have in order to be approved, please click on "Requirement Explanation", at the top of your screen.

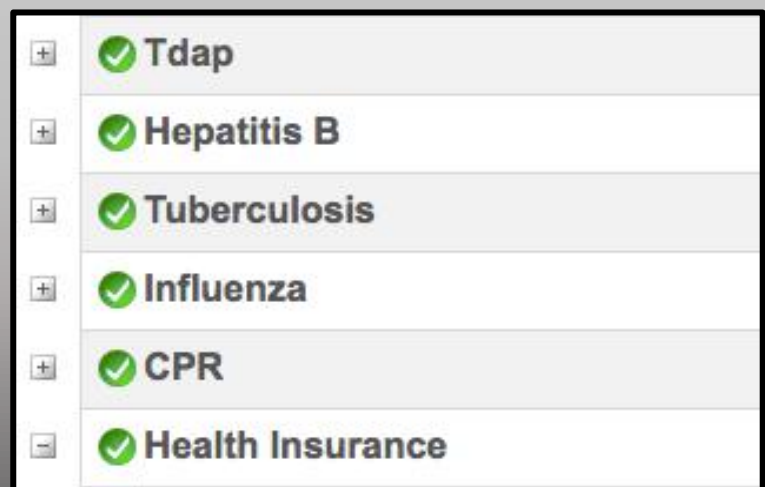
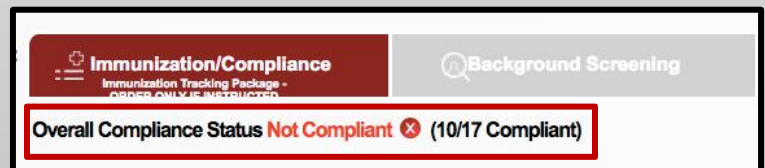
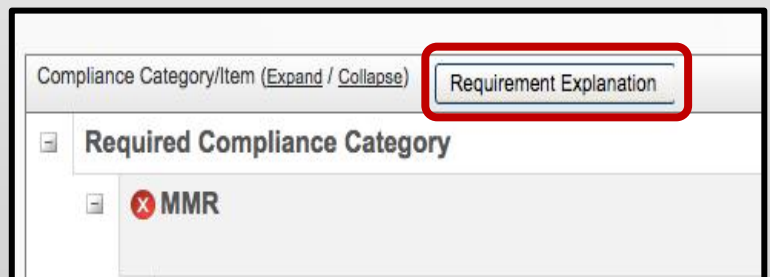
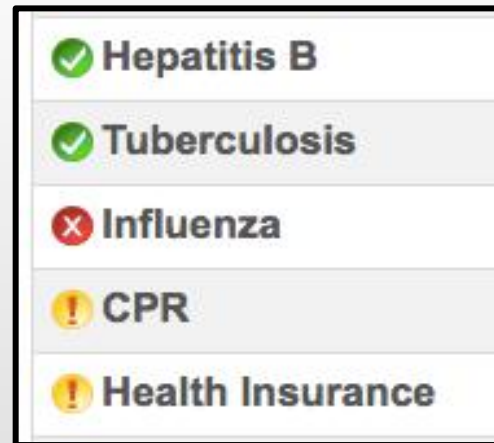
20. Once American DataBank reviews your documents, the category will either have a green check mark or a red X next to the category.

21. A green check mark means the category is compliant.

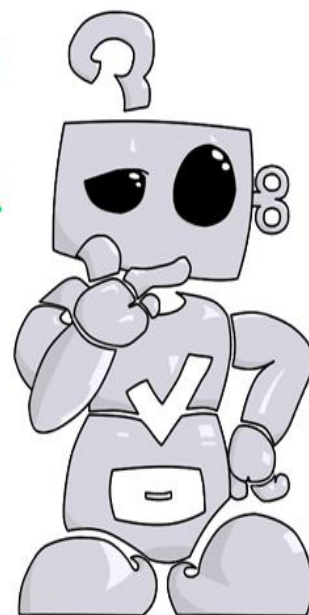
22. A red X means the category is not compliant.

23. If your document doesn't meet the requirements, you will receive a notification from Complio with an explanation.

24. Your account will show all green check marks once you are fully compliant



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 Monday-Friday; 8am-4pm MT Saturdays

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