1. Go to myci.csuci.edu and click on the "Immunization Certification" button. Log in with your CSUCI credentials.
   a. You should have already received an email from American DataBank with your login credentials. If you have not received that, please contact American DataBank.
2. Click on the "Place Order" button on the top right-hand corner to begin the ordering process. (Note: Complio uses the word "order" to describe the certification process, however, there is no cost to the student while they are enrolled).
3. Complete the *Institution Hierarchy* to confirm your program type then click "Load Packages"
   a. Program: Immunization and COVID-19 Certification
   b. Select the *Immunization Requirements Tracking Package* listed under the *Tracking* section.
4. Step 2 will ask you to confirm all details entered when your account was created for you.
   a. This information will be used verify your documents. It is imperative that you confirm that all details are correct.
   b. We encourage you to opt-in to receive Text notifications regarding your Complio account
5. Signing Forms
   a. There will be several forms to sign. Review the document and scroll down to the bottom of the page where you will check that you've read and agreed 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.
6. Order Review
   a. You will confirm your order on the Order Review page. Please double check your package selections and make sure all your identifiers are correct. (Note: Complio uses the word "order" to describe the certification process, however, there is no cost to the student while they are enrolled).
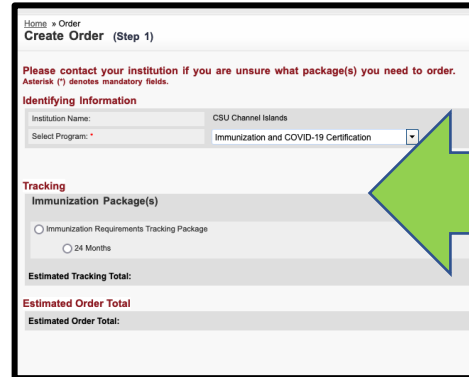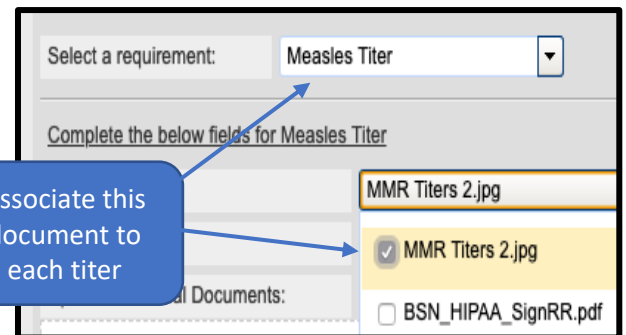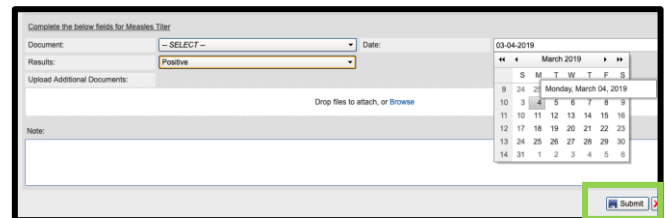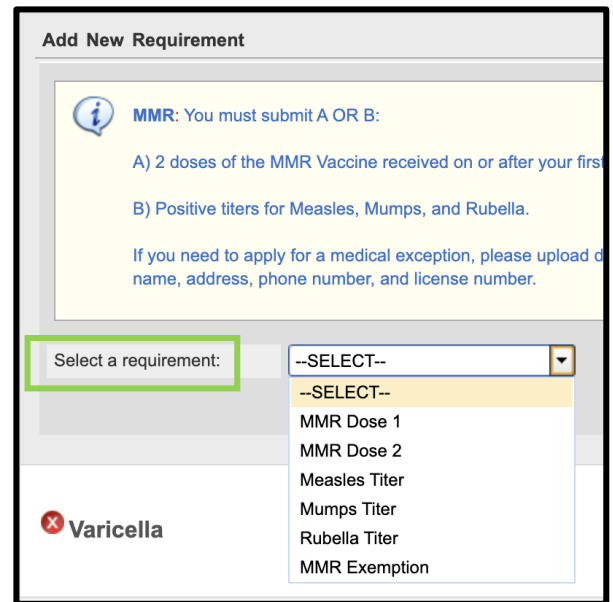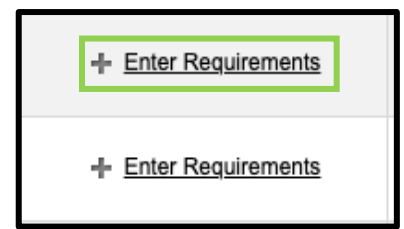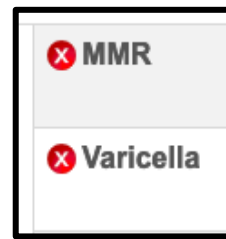
You will choose the immunization package.
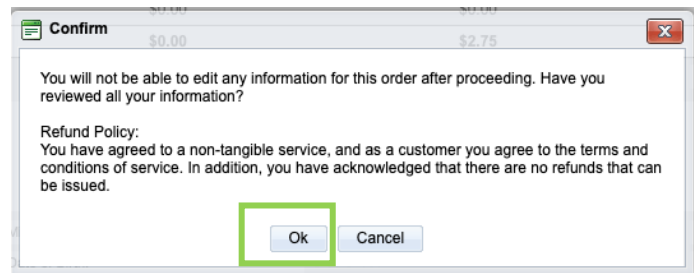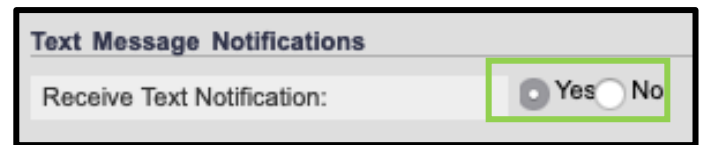
How to set up your Complio account

7. Return to your home page, where you will see a video that shows you how to upload documents. Watch this video

8. 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"

9. 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!==

10. 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.
    b. *==Do yourself a favor and label your documents with the contents. It will save you a great deal of time.==*

11. 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. You 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.
    d. Religious and Medical Exemptions are reviewed by CSUCI and will take longer. Students are considered compliant unless and until CSUCI requests information or clarification.

12. 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.

MMR

Varicella

+ **Enter Requirements**

+ **Enter Requirements**

Add New Requirement

ℹ️ **MMR**: You must submit A OR B:

A) 2 doses of the MMR Vaccine received on or after your first

B) Positive titers for Measles, Mumps, and Rubella.

If you need to apply for a medical exception, please upload d name, address, phone number, and license number.

Select a requirement: --SELECT-- ▼
- --SELECT--
- MMR Dose 1
- MMR Dose 2
- Measles Titer
- Mumps Titer
- Rubella Titer
- MMR Exemption

Varicella

Complete the below fields for Measles Titer
Document: -- SELECT -- Date: 03-04-2019
Results: Positive
Upload Additional Documents:
Drop files to attach, or Browse
Note:

March 2019

Submit

Select a requirement: Measles Titer ▼

Complete the below fields for Measles Titer

MMR Titers 2.jpg

☑ MMR Titers 2.jpg

al Documents: ☐ BSN_HIPAA_SignRR.pdf

> Associate this document to each titer

Overall Compliance Status Not Compliant ❌ (1/6 Compliant)

Applicant Name:

Compliance Category/Item (Expand / Collapse) | **Requirement Explanation**

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

⚠️ **MMR**

❌ **Varicella**

✅ **Hepatitis B**

❌ **Tdap**
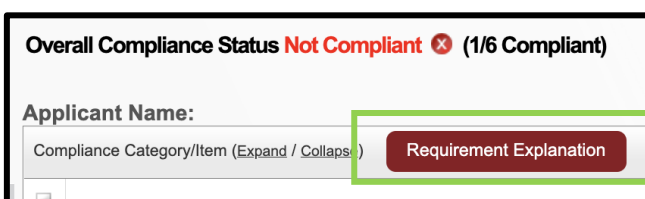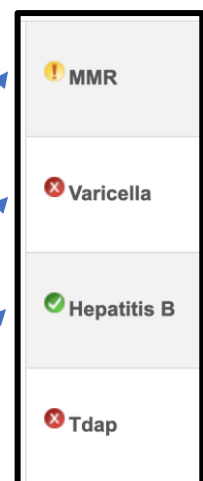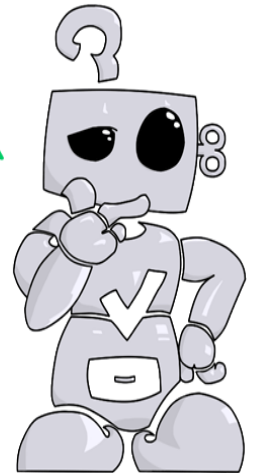
Questions?

©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**
<u>Live Service</u>:   7am-6pm MT M-F; 8am-4pm MT Sa

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