



# Using American Databank (Complio) Step-by-Step Guide

If your school is using American DataBank (Complio) for background checks, drug screening, and clinical requirement verification, you will see their logo on your student dashboard. ACEMAPP interfaces with American DataBank to simplify the student compliance process for you.

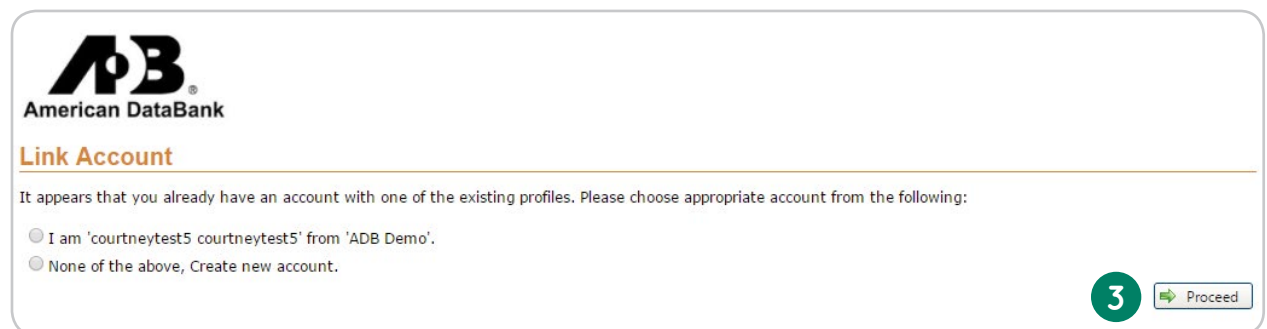
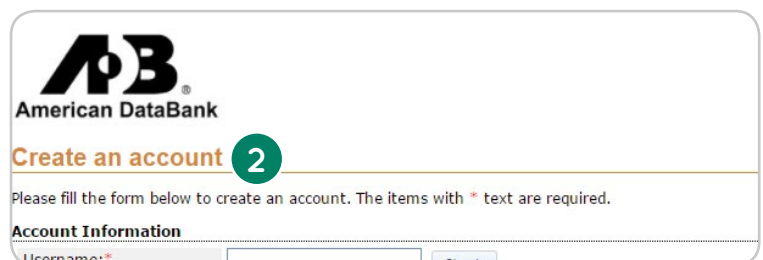
From your dashboard, click on the Complio logo under “**Vendors**” [1] to go directly to their website.

If your email address is not found in Complio’s system, you will be presented with an screen to “**Create an account**” [2]. Fill out all required information to create your account in Complio.

If Complio recognizes your email address in their system, you will be taken to a page where you may link your account. Click on the “I am ‘first name last name’ from ‘School Name.’” and then click “**Proceed**” [3]. Log in and verify all transferred information is correct.

Depending on where you are at in the Complio process, you may need to place an order for an immunization and document tracking subscription. If you have a current immunization and document tracking subscription in Complio, you are ready to provide documentation of your immunizations and other compliance requirements.

In ACEMAPP, your profile’s Rotation Requirements will show **green checks** [4] for each component that is complete.



ACE Test Requirement2	06/22/2017	09/08/2016	✗	✗	Upload Documents
Placement Request	---	N/A	✗	✗	Upload Documents
Background Check	06/22/2017	N/A	✓	✓	---
Measles, Mumps & Rubella (MMR)	06/22/2017	N/A	✓	✓	---