

Students - How to complete the Complio Requirements

As part of your course or program, you need to synchronize your InPlace account to Complio. You only need to Sync your account once, it will then continue to retrieve the latest status from Complio.

Summary

- Navigate to the "Complio Compliance" section in your "To Do" section
- Retrieve your orders
- Sync your details

Detailed steps

1. In the To Do area, click on "Information required for Complio - Compliance"

Home	Confirmed	Aveileble	Requirements	Calendar	Shered Documents	kstudert 💙
NOT ATTINONG				🚺 Aveilatíu		
						Vew Statisted
Ta Do 🚯				Notifications ()		
	eculred for Complio - Compliance		>			

2. Click the "Sync Your Account" button

InPlace and Complio have partnered to offer online compliance checks that can be synced with your InPlace Student record.
To retrieve a new order, click Sync Your Account below.
Sync Your Account

•

3. Enter your Complio account credentials and click on "Retrieve My Orders"





4. You will see your orders listed. Now click the "Sync" button at the bottom of the page.

InPlaceStThomas	
Retrieve My Drifers Don't have an account? Create One	
Your Orders	
St. Thomas University Package 695	
Compliant	
O Varicella	Approved
Student Handbook Acknowledgement Form	Approved
RN License	Approved
Liability Insurance	Approved
 Tuberculosis 	Exceptionally Approved
Physical Exam	Approved

5. Click "OK"

		_	
ailable	Confirm		
ivers	Are you sure you want to sync your Complio Order information with InPlace?		
	Complio information may take up to a few minutes to appear on your account.		
		A	рр
book A	×Cancel Ok	A	pp
		A	pp
ance		A	pp
		Exceptionally A	pp
		A	pp

6. The system will as a background process update your records. This may take a few moments. You will then see the status bar showing the status of your order in Complio

Ima student University	Test						
Contact Number Email Contact	darren.sparkes@inplacesoftware.com						
Change Login Password	Change Mobile Number						
InPlace and Com	plio have partnered to offer online compliance checks that can be synced with your inPlace Student record. You last retrieved your Complio orders on 07/1/2020. To retrieve a new order, click Sync Your Account below.						
	Sync Your Account						
Complio							
Compliance							
10 Panel Drug Screening Approved Expires 12/31/2024	• Verified Submitted Rejected +						

Notes:

• Your **To Do**" item will now disappear from the home screen