

Students - How to complete the Complio Requirements

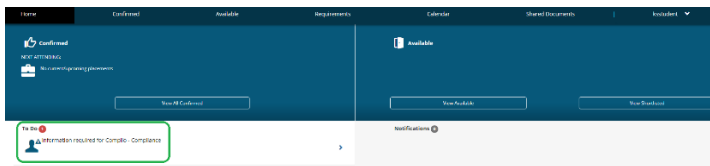
As part of your course or program, you need to synchronize your InPlace account to Complio. You only need to Sync your account once, it will then continue to retrieve the latest status from Complio.

Summary

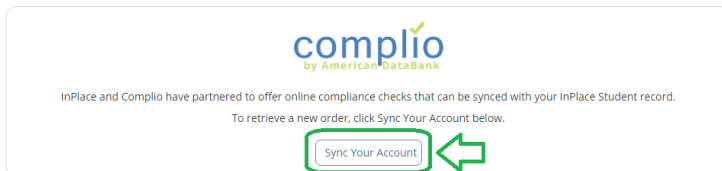
- Navigate to the **“Complio - Compliance”** section in your **“To Do”** section
- **Retrieve your orders**
- **Sync** your details

Detailed steps

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



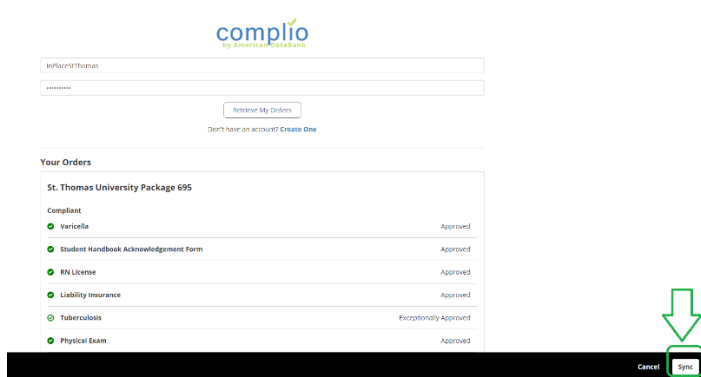
2. Click the **“Sync Your Account”** button



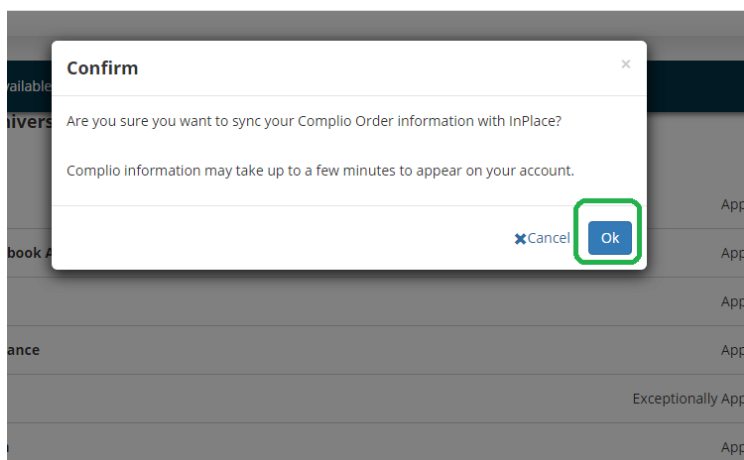
3. Enter your Complio account credentials and click on **“Retrieve My Orders”**



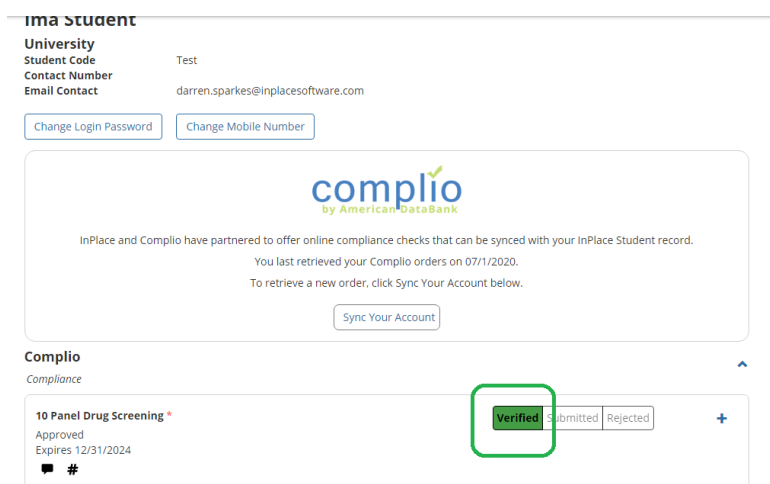
4. You will see your orders listed. Now click the **“Sync”** button at the bottom of the page.



5. Click **“OK”**



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



Notes:

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