



TEXAS A&M UNIVERSITY  
Irma Lerma Rangel  
School of Pharmacy

**Class of 2028**

**Complio Instructions -  
How to set up your Complio account**

Go to <http://www.txamcompliance.com> to create your account by clicking on the “Create Account” button.

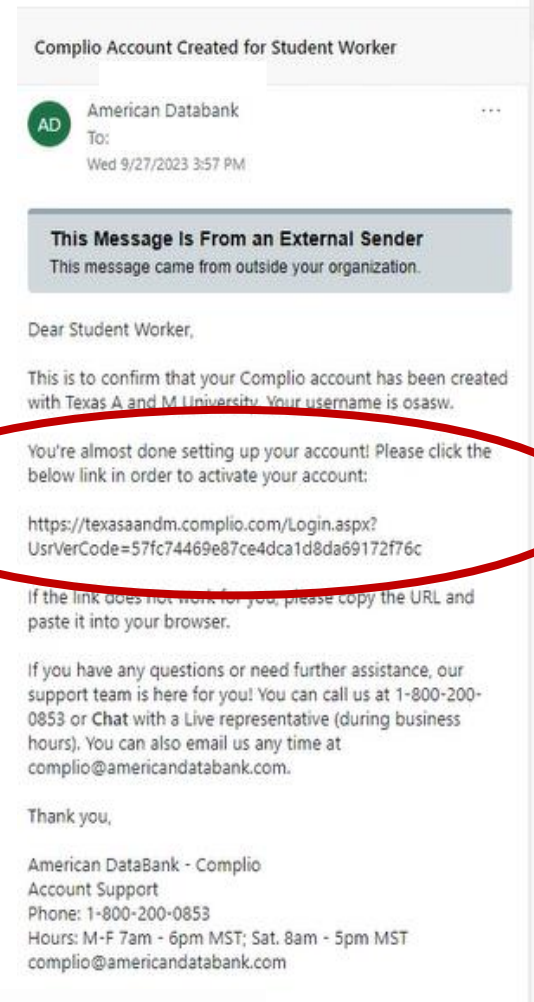


The screenshot shows the top navigation bar of the website. On the left is the Texas A&M University logo. In the center is the text "HEALTH SCIENCE CENTER TEXAS A & M UNIVERSITY". On the right is "Compliance Tracking Powered By American DataBank" with a logo. Below the navigation bar is a dark grey menu with links: HOME, ABOUT US, FAQ, PRIVACY POLICY, MEMBER LOGIN, and CREATE ACCOUNT. The main content area has a heading "Welcome to Texas A&M University's Complio Website for Health Science Center Students" and a paragraph of introductory text. To the right of the text are two buttons: "EXISTING USERS Login to YOUR ACCOUNT" and "NEW USERS Create Your Account". The "NEW USERS" button is circled in red.



Once you create your account, you will receive an email with an activation link. Follow this link to login to your account.

If you do not click on the link, your account will not be activated. You will then receive the Welcome message.



## Welcome!

Welcome to the COMPLIO community. Your account is now setup, and you are ready to place your order!

Once you login, your COMPLIO account will walk you through the process required for you to be COMPLIANT. Help is always available – just call us at (800) 200-0853.

Get Started



Click on the Get Started button to begin the ordering process  
Select your Program (“**School of Pharmacy**”) and Class of 2028,  
then click on “Load Packages”

You will select the following items:

- Immunization Package: Texas A&M Pharmacy Package (48 months / \$35)

**Code: SP2028**

- Screening: Background check (\$32) & 10-Panel Drug screening test (\$32)

**You must purchase all items and have your drug screen and background check completed within 2 weeks of your acceptance.**

It will ask you to confirm all details you entered when you created your account

complio Home Welcome Worker, Student | Institute Texas A and M U

**ADB American DataBank**

Home > Order  
**Create Order (Step 1)**

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**

Institution Name: Texas A and M  
Select Program: \* School of Pharmacy Select Class: \* Class of 2028  
Load Packages

**Tracking**

**Immunization Package(s)**

TX A and M Pharmacy Package  
 48 Months (\$35.00) Passcode: **SP2028** View Package Details

Estimated Tracking Total: \$ 35.00

**Screening**

Background Check (\$32.00) \*Additional fees may apply. View Package Details  
 10 Panel Drug Screening (\$32.00) \*Additional fees may apply. View Package Details

**Estimated Order Total**  
Estimated Order Total: \$ 99.00

Previous Next



Opt-in to receive Text notifications regarding your Complio account.

## Signing Forms

- 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.



The image shows a screenshot of a form titled "Text Message Notifications". Below the title is a label "Receive Text Notification:" followed by two radio buttons: "Yes" and "No". The "Yes" radio button is selected, and a red rectangular box highlights both the "Yes" and "No" options.

## Order Review

- You will confirm your order on the Order Review page. Please double check your package selections as once you enter your payment information your order is not eligible for a refund. Please confirm your order before proceeding.



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

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.

- You will see what steps are required to become compliant for each category as soon as you click "Enter Requirements"

Choose your pathway to compliance in the dropdown

- Once you choose your option, Complio will ask you for additional information. Please enter all applicable details. Don't forget to click Submit!

You may need to submit multiple items for a single compliance category

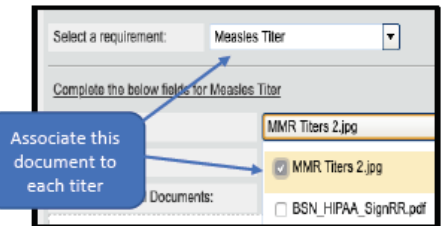
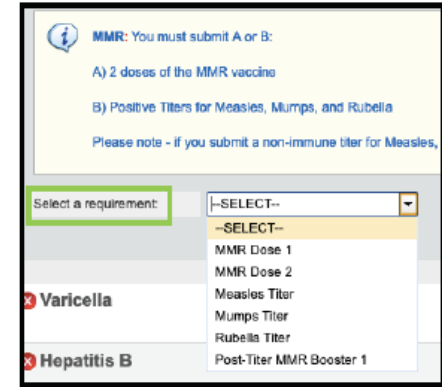
- Once you've uploaded a document once, it can be associated to as many items as you need. Just click the "Document" drop down once you select your requirement. In this screenshot, the student is associating their document "MMR Titrers 2" to each titer individually (Measles, Mumps, and Rubella).

Label your documents with the contents. It will save you a great deal of time.

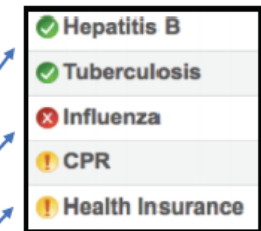
American DataBank (ADB) will review your documents within 1-3 business days once they are submitted

- 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.
- You will be notified via email and text (if you opted in) as to the status of the document you submitted.
- 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.

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.



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



# Reminders

- Drug screen and background check must be completed within (2) weeks of your acceptance. This is stated in your acceptance email and letter
- All Complio immunization requirements must be completed by July 1<sup>st</sup>, 2024
- Student's name must be on documentation. Information must be submitted on a health record, physician's form, or a retail pharmacy receipt. Only documentation of vaccinations/titers administered within the United States will be accepted.
- Do **not** worry about completing the following:
  - OSHA Certification
  - HIPAA Certification: Security and Privacy
  - Professional License
  - CPR Certification
  - Medicare Fraud, Waste and Abuse
  - Immunization Certification
  - Influenza



## **Questions or Concerns?**

**Contact Office of Experiential Education**

**Ms. Denis Hornsby**

**361-221-0661**

**[dhornsy@tamu.edu](mailto:dhornsy@tamu.edu)**

