

IMPORTANT CRIMINAL BACKGROUND HISTORY/DRUG SCREENING/ DISCLOSURE AUTHORIZATION INFORMATION

READ AND FOLLOW ALL STEPS

Rowan College
SOUTH JERSEY

Applicant Immunization Tracking
Powered By American DataBank **AD3**

HOME | ABOUT US | FAQ | PRIVACY POLICY | MEMBER LOGIN | CREATE ACCOUNT

**SCREENING CLEARANCES
FOR ALL STUDENTS**

Welcome to Rowan College South Jersey's Complio Website
Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The Complio Screening process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

EXISTING USERS
Click Here to Login

NEW USERS
Create An Account

Create → Select → Enter → Sign → Pay

complio
by American DataBank

Welcome to American Databank's Complio Screening!

Complio is an online system selected by your school to hold background check details. Follow these step-by-step instructions to create an account and move towards compliance.

Step 1: Create an account by going to www.rcsjcompliance.com. Navigate to the Complio homepage by following the prompts to **Login**. Enter your personal data to create an account. Be extra careful entering your Email Address, as this is the system's main mode of communication with you. Other names – provide any alias/maiden names that you have used and click **next** to continue.

Step 2: Complio will send an email to the Email address used during account creation. Click on the **Activation Link** within the message or copy and paste the URL in your web browser.

Place your Order

Step 3: Please note: An Account is not the same as placing an order. Click **Get Started** to begin placing your order. **Select** your campus and program of study and click Load Packages.

Gloucester

Diagnostic Medical Sonography
Nuclear Medicine Technology
Nursing-RN
PTA

Cumberland

Nursing-LPN
Nursing-RN
Radiography

Step 4: Under Screening, choose **Standard Background Check and 11-Panel Drug Screen**.

Drug Screen Registration

Step 5: Drug Screen Location – Select the drug screen location that is most convenient for you. The current page loads based on the zip code of your current address or you can provide a different zip code to view additional locations. Once you register for a location, please use that location. If you have any questions or would like a different location please contact American DataBank for assistance (1-800-200-0853).

Upon completion of your order, you will receive an Email with the registration and collection location you have chosen along with detailed instructions on how to complete this portion of your background check. Make sure to either print out the electronic drug screen registration form or just write down the registration ID and go to the collection site you selected along with a photo ID to submit a specimen.

Important: DO NOT drink more than 8 ounces of fluid in the 2 hours prior to giving a urine sample. An abundance of fluid may result in a “dilute” reading, which constitutes a “flagged” situation. It will keep you from attending clinical and requires immediate re-payment and re-testing. At the facility, if you are not able to produce a urine sample when requested, call American DataBank at 1-800-200-0853 on how to proceed.

You **MUST** complete your drug screening within **30 days** of ordering. If you do not get your drug screening done within 30 days, you will be **required** to order and **pay** for a new drug screening.

Electronic Signature

Step 6: Please read the Disclosure and Authorization on the next screen, sign, print, and click **Accept & Proceed** to continue.

Step 7: Print a copy of the Disclosure and Authorization (a sample is included in this packet) and return the copy with **your signature** (not an electronic signature) to the Division of Nursing and Health Professions office.

Review and Confirmation

Step 8: Carefully review the information you have provided, once the order has been placed you **cannot** change any information. **If any information is incorrect you will be required to re-order at your own expense.**

Step 9: Confirmation and Receipt – Once you have confirmed that your information is correct, please select payment of Credit Card. You will receive a receipt via email to your email address included with your order.

Questions?

American DataBank is available to assist you Monday-Friday 8:00 a.m. – 5:00 p.m. MST or you can contact us by email complio@americandatabank.com or by calling 1-800-200-0853.