COMPLIO for Background Screening and Compliance  
2015-2016  
UNDERGRADUATE STUDENT

Please visit the TJU – College of Nursing’s Complio website at http://www.jeffersonnursingcheck.com to begin the process.

Follow the prompts to create a new account. The website offers several tutorials to assist you through the process. Also, there is a “Help” resource that allows you to chat in person or via text.

After you have created an account follow these steps:
1. Select School - College of Nursing
2. Select student status (new or returning)
3. Select your program (FACT – 1 year; FACT – 2 year; Prelicensure Traditional BSN)
4. Select Load Package
5. Under BUNDLES
   • Select 1st radio button – Criminal Background, Drug Screen, FBI Fingerprint and Document Tracking ($119)
   • Total fee is $119/year
6. Next page – recheck your personal information closely as an error will cause your criminal background and fingerprinting to be flagged
7. Select where/when you want your drug screen done – an email will be sent to you to obtain the card you will need for drug screening
8. Complete the FBI fingerprint disclosure statement and e-signature (they will require you to e-sign twice)
9. Complete the electronic PA Child Abuse process
10. Pay and place your order

Be aware of the following specific information:

Pennsylvania Child Abuse

• When completing the application provide the following answers:
  o Purpose – Volunteer
  o Category – Other
  o Agency – Thomas Jefferson University

The results will be emailed to you. Upon receiving your Child Abuse results, you have 2 options:

• Take a digital copy (smart phone, iPad, camera) of the results and send the clear digital copy to support@americandatabank.com
• You can forward the email you received from the Pennsylvania Department of Public Welfare that contains the PDF version of your results to support@americandatabank.com
FBI Fingerprints

The FBI fingerprints results will be emailed to you. YOU CAN NOT VIEW THESE RESULTS ON YOUR SMART PHONE. YOU ONLY GET (1) CHANCE TO VIEW THESE RESULTS ON A COMPUTER. PLEASE PREVIEW THE TUTORIAL ON THE COMPLIO WEBSITE ON HOW TO UPLOAD YOUR FINGERPRINT RESULTS TO YOUR COMPLIO ACCOUNT.

Some students have difficulty with the clarity of their prints. American Data Bank suggests that prior to having your finger prints rolled you should:

- Wash your hands less frequently for two or three days before having your prints rolled
- Put on hand lotion before having the prints rolled
- Ask the officer/official rolling your prints to spray a ridge building or softening agent on your finger pads before they begin rolling your prints
- If you feel your prints are in good shape but you are concerned about how the prints were physically rolled it is recommended that you go to another location for your next set. You can go to a police station or any security company that offers fingerprint rolling services. Note: the City of Philadelphia will not roll fingerprints.
- If your fingerprints were low quality or rejected for another reason, you will be required to repeat your fingerprints. Please contact your Associate Dean about repeating your fingerprints.
- There is a fee associated with repeat fingerprinting.

Urine Drug Screen

- It is best to try and schedule your drug screen in the morning. This is when your urine is most concentrated.
- Avoid drinking a large volume of water or other liquids prior to the screening. This dilutes your urine and will cause the screen to be rejected.
- If your drug screen is rejected, please contact your Associate Dean, Dr. Ann Phalen, at ann.phalen@jefferson.edu
- You will be instructed to repeat the screening and there is fee associated with repeat screenings.