

1. Login to American Databank's Complio at www.wgucompliance.com
2. In the top right corner select Place Order by clicking the Shopping Cart



3. Next Select Degree Program – Post Licensure BSN, RN to MSN, MSN Nursing)

A screenshot of the Complio website's "Create Order" page. The top navigation bar is dark red with the "complio" logo and a "Home" link. Below it is the "American DataBank" logo. The page title is "Create Order (Step 1)". A red notice reads: "Please contact your institution if you are unsure what package(s) you need to order. Asterisk (*) denotes mandatory fields." The "Identifying Information" section has a form with "Institution Name:" set to "WGU - College of Health Professions" and "Select Program: *" with a dropdown menu open. The dropdown menu lists: "--SELECT--", "--SELECT--", "BSHI/M and BSHSC", "Post-Licensure (BSN, RN-MSN, and MSN Nursing)", "Pre-Licensure", "Business College", "Medical Assisting", "Nurse Practitioner", and "Discontinued L&M Compliance". A "Load Packages" button is visible to the right of the dropdown.

4. Next Enter Your State of Residence and click on Load Packages

A screenshot of the Complio website's "Create Order" page, showing the "Identifying Information" section. The "Institution Name:" is "Western Governors University". The "Select Program: *" dropdown is set to "RN-BSN". The "Select Location: *" dropdown is set to "California". A "Load Packages" button is visible at the bottom right of the form.

5. All students must purchase and completed the Standard Compliance RN-BSN Compliance Package under Tracking. You do so by clicking the button next to the tracking package option and that will take you to through the next steps of paying for your Immunization Tracking Package.

Tracking

Immunization Package(s)

Post-Licensure Compliance Package - Order only if instructed

15 Months (\$25.00)

Estimated Tracking Total: \$ 25.00

***ONLY Order additional Packages if specifically instructed to do so.** If your placement requires additional items you will be notified by your Placement Specialist. The additional items under screening are available to students, but should not be purchased without specific direction from your Placement Specialist.

Below is a listing of all available Packages:

Optional Compliance Items - Order Only if Instructed

<input type="radio"/> Drug Screening 10 Panel – Order only if instructed (\$40.00)	This package costs \$40.00. View Package Details
<input type="radio"/> Background Check - Enrollment Requirement (\$42.00)	*Additional fees may apply. View Package Details
<input type="checkbox"/> HIPAA ONLY - Order only if instructed (\$15.00)	View Package Details
<input type="checkbox"/> OSHA ONLY - Order only if instructed (\$15.00)	View Package Details
<input type="checkbox"/> Clinical Rotation Tracking - Order only if instructed (\$10.00)	View Package Details
<input type="checkbox"/> MMR Titer (\$124.00)	*Additional fees may apply. View Package Details
<input type="checkbox"/> Varicella Titer (\$86.00)	View Package Details
<input type="checkbox"/> Hepatitis B Titer (\$84.00)	View Package Details
<input type="checkbox"/> Quantiferon TB Gold Test (\$169.00)	View Package Details
<input type="checkbox"/> International Criminal Search - Order only if instructed (\$20.00)	*Additional fees may apply. View Package Details
<input type="checkbox"/> E Fast Fingerprinting Order Only (\$65.00)	*Additional fees may apply. View Package Details
<input type="checkbox"/> 12 Panel Drug Screen - Order Only if Instructed (\$47.00)	*Additional fees may apply. View Package Details

Estimated Order Total

Estimated Order Total: \$ 25.00

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6. Once you have confirmed the package or packages you are selecting to purchase you click next and that will take you to through the next steps of paying for any selected packages