

**Recommend using explorer**



**Step One:** Create an account- if any official document have a nickname or maiden name. Please add that in the personal information section or under alias.

**Step Two:** Once you have finished registering. You will sign into your Complio account. Press on the **Get Started**.



**Step Three:** Pick your Program of Study. The course/ program you are registered.

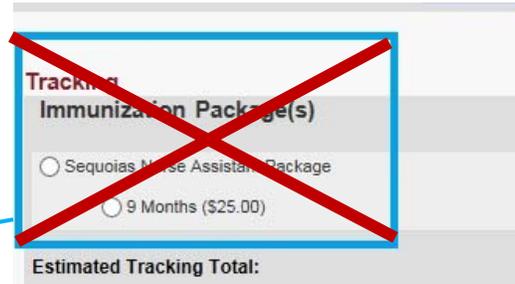


Have any questions?  
Or need Help?  
Contact: Angela Sanchez  
559-737-6135  
angelas@cos.edu

Please contact your institution if you are unsure what package(s) you need to order.

**Identifying Information**

Institution Name: College of the Sequoias  
Select Program of Study: \* --SELECT--



**Step Four:** Tracking Packages

**CNA Students-** 9 month subscription \$25.00 **(Optional)**

**Pharmacy Technician Students-** 15 months subscription \$35.00 **(Required)**

**Physical Therapy Assistant Students –** 2.5 year subscription \$60.00 **(Required)**

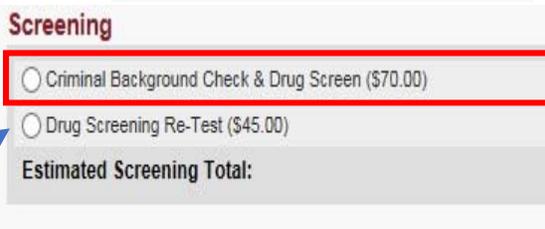


**Step 7:** you will pay with credit/debit/ money order.

**Step 8:** Pick up a Chain of Custody form from Nursing and Allied Health office or you can wait for one to be mailed to you from Complio.

**Step Five:** Screening Packages

- 1. Choose this one
- 2. **Only** if you have to retake the drug screen portion.



Visalia campus John Muir Building Room 125

NOTE: If you have moved a lot in the last seven year there may be additional cost to your background.

**Step Six:** You will read and sign a few agreements. If there is no green box for you to sign. You will not be able to continue. You will have to move to a different browser. Use explorer internet.