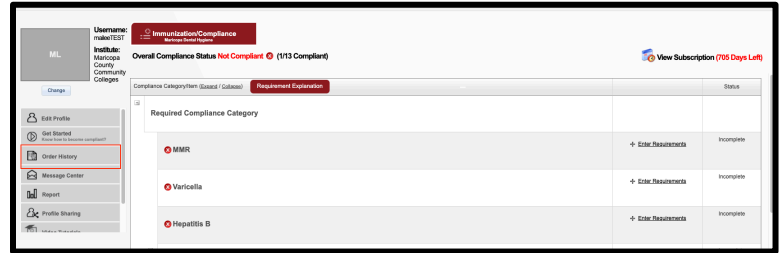


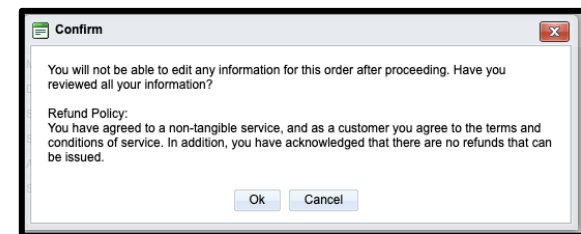
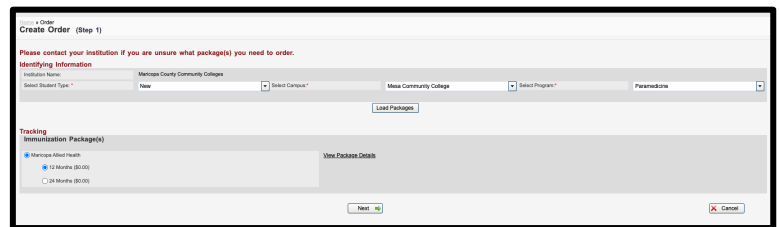
Maricopa Community Colleges

Changing Subscription Packages (Compliance Tracking Package)

1. Log in to Complio:
<http://www.maricopacompliance.com>
2. On the left hand side, click on “Order History”
3. Under “Purchased Subscription(s)”, locate the compliance tracking package you are in need to change and click on “Change Program” on the right hand side.
4. You will go through the ordering process again and select which institution hierarchy you belong in (ie: student type, campus and program):
 - a. If you are unsure of what to order or which institution hierarchy to select, please see your School Administrator.
5. Once you’ve selected which compliance tracking package you are changing subscription to, click “Next” and proceed with the ordering process.
 - a. Confirm that all your contact information are correct and up to date.
 - b. You will also be prompt to sign Complio forms again.
6. Confirm that all the information entered in are correct and that you’ve selected the correct institution hierarchy.
7. Once you’ve successfully changed your subscription, any compliance information that you’ve already submitted will automatically map over from the old subscription to the new subscription.
 - a. Please allow some time for your information to map over from the old subscription to the new subscription.



Institution Hierarchy	Package Name	Time Remaining	Subscription Renewal	Compliance Status	Change Program
Maricopa County Community Colleges > New > Mesa Community College > Paramedicine	Maricopa Allied Health	705 days left		Not Compliant	Change Program
Maricopa County Community Colleges > New > Phoenix College > Nursing	Maricopa Nursing	705 days left		Not Compliant	Change Program
Maricopa County Community Colleges > New > Rio Salado College > Dental Hygiene	Maricopa Dental Hygiene	705 days left		Not Compliant	Change Program



Questions?

©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students’ statuses.

Email: Complio@americandatabank.com

Phone: 800-200-0853

Live Service: 7am-6pm MT M-F; 8am-4pm MT Sa

Address: 110 16th Street
Suite 800
Denver, CO 80202