

STUDENTS WITH EXISTING ACCOUNTS AT COMPLIO

Students with existing Complio accounts with another institution or from the University of Michigan can use their existing Complio account.

EXISTING ACCOUNT WITH OTHER INSTITUTION(S)

- Go to the Complio page for University of Michigan (<https://umich.complio.com/>)
- Fill in all the information – the information entered must match the previous account information (username, name, SSN, date of birth, etc.)
- System will prompt students to proceed with linking account to have both institutions listed under one account.

EXISTING ACCOUNTS WITH UNIVERSITY OF MICHIGAN

- Students will go under "Order History" tab within their account
- Click on "Change Programs." - this will transfer any documentation that has the same requirements into the new program (see screen shot below)

The screenshot shows the Complio user interface. On the left is a navigation menu with options: Change, Edit Profile, Get Started (Know how to become compliant?), Order History (highlighted in red), Message Center, Report, and Profile Sharing. The main content area displays a table of purchased subscriptions. The first table shows a payment record for order number 311-0268, dated 06/17/2020 11:09 AM, for a Money Order of \$35.00, which is paid. The second table, titled 'Purchased Subscription(s)', shows a subscription for 'University of Michigan Tracking Package' that has expired, with a 'Change Program' button highlighted in yellow.

Order Number	Order Date	Institution Hierarchy	Payment Type	Amount	Payment Status		
311-0268	06/17/2020 11:09 AM	University of Michigan Ann Arbor > Undergraduate > Kinesiology	Money Order	\$35.00	Paid	View Details	Print Receipt

Institution Hierarchy	Package Name	Time Remaining	Subscription Renewal	Compliance Status	
University of Michigan Ann Arbor > Undergraduate > Kinesiology	University of Michigan Tracking Package	Expired	Renew Subscription		Change Program