

# UConn

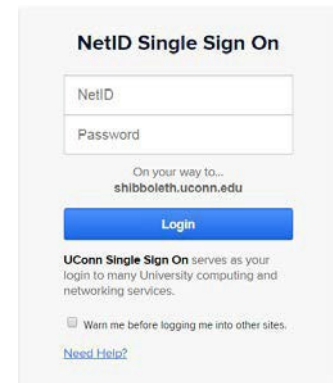
## SCHOOL OF NURSING

### ADB Quick Start Guide for SON Faculty

In 2016, the University of Connecticut partnered with American DataBank for compliance management and screening services for programs with clinical curriculums. The School of Nursing uses this vendor for compliance requirements established by our clinical sites to ensure information security and to safeguard personal information for our students and faculty. Highlighted here are the program specific pieces needed for the UConn School of Nursing faculty.

You sign in to American DataBank at [uconn2.complio.com](http://uconn2.complio.com) or [www.uconncompliance.com](http://www.uconncompliance.com). You will be prompted to connect using your NetID and password. **You cannot create an account in ADB without your activated NetID and password.**

Once your NetID has been authenticated, you will come to a screen that asks you if you already have an account. Please choose “no” to create an account. You will be prompted for some basic information. Your username/password, first name, last name, primary email information, and PeopleSoft Admin number will already be populated and cannot be edited. Please fill in your remaining contact information and click on “Create Account & Proceed” to complete your account creation.



**NetID Single Sign On**

NetID  
Password

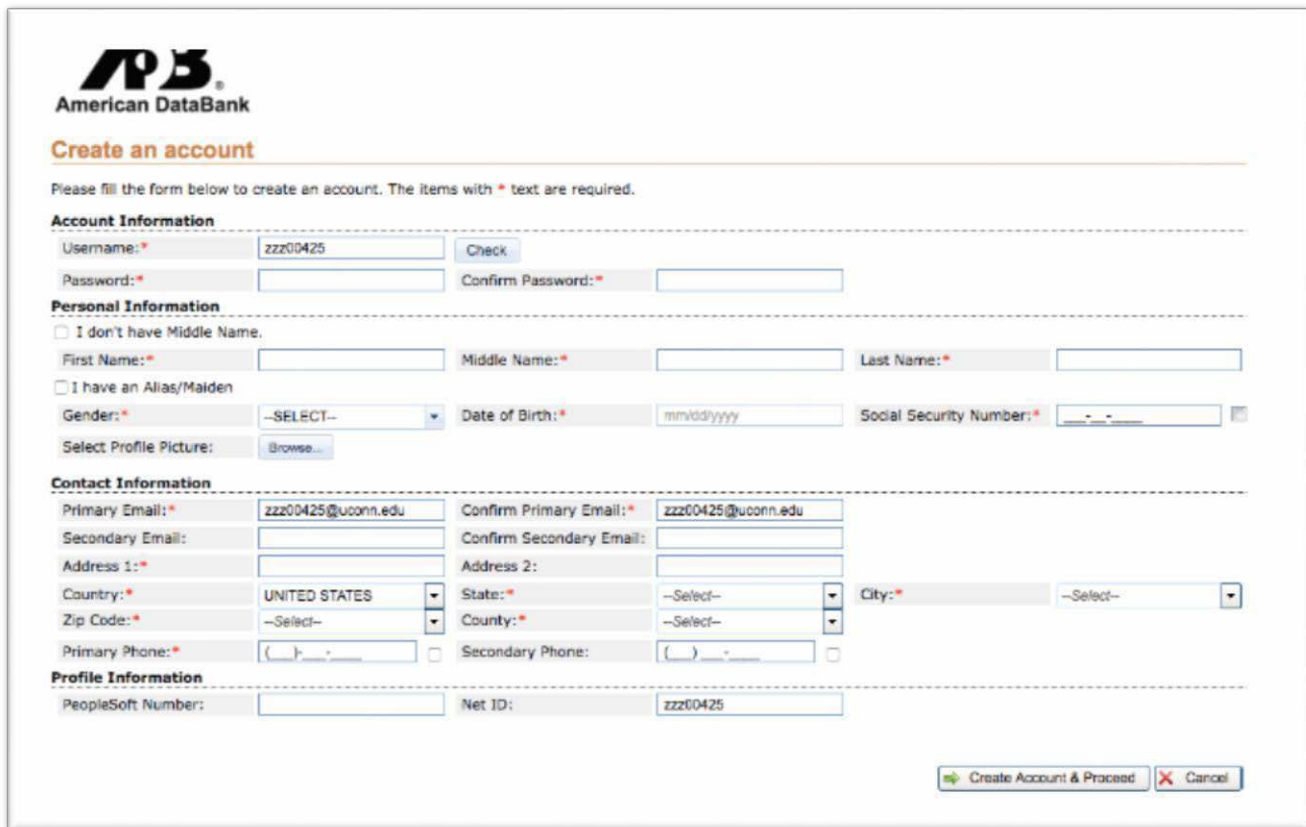
On your way to...  
[shibboleth.uconn.edu](http://shibboleth.uconn.edu)

Login

UConn Single Sign On serves as your login to many University computing and networking services.

Warn me before logging me into other sites.

[Need Help?](#)



**ADB**  
American DataBank

### Create an account

Please fill the form below to create an account. The items with \* text are required.

**Account Information**

Username:\* zzz00425

Password:\*  Confirm Password:\*

**Personal Information**

I don't have Middle Name.

First Name:\*  Middle Name:\*  Last Name:\*

I have an Alias/Maiden

Gender:\* --SELECT-- Date of Birth:\* mm/dd/yyyy Social Security Number:\* -- -- --

Select Profile Picture:

**Contact Information**

Primary Email:\* zzz00425@uconn.edu Confirm Primary Email:\* zzz00425@uconn.edu

Secondary Email:  Confirm Secondary Email:

Address 1:\*  Address 2:

Country:\* UNITED STATES State:\* --Select-- City:\* --Select--

Zip Code:\* --Select-- County:\* --Select--

Primary Phone:\* ( ) - - Secondary Phone: ( ) - -

**Profile Information**

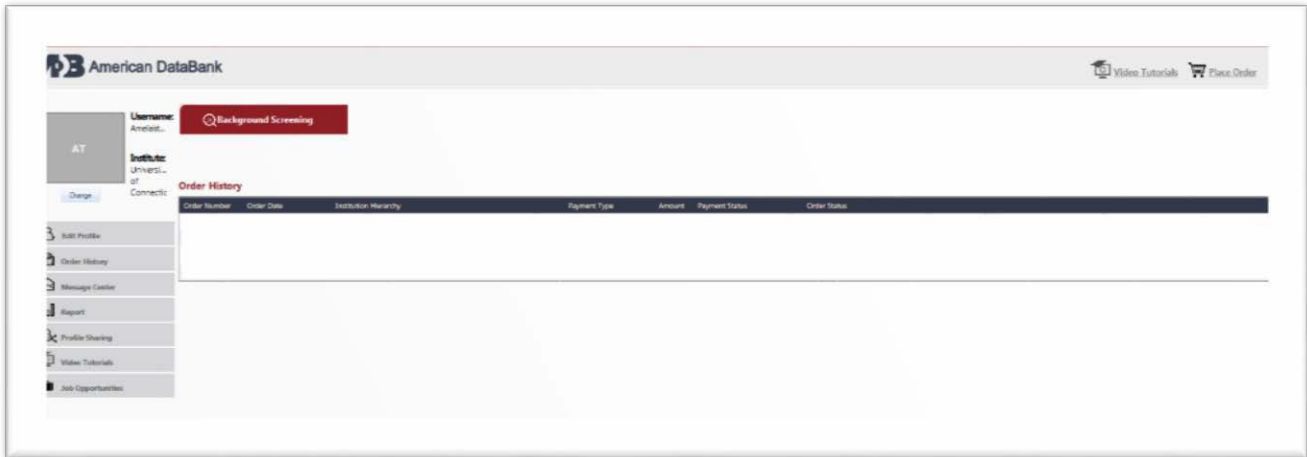
PeopleSoft Number:  Net ID: zzz00425

This will bring you to the dashboard landing page.

# UConn

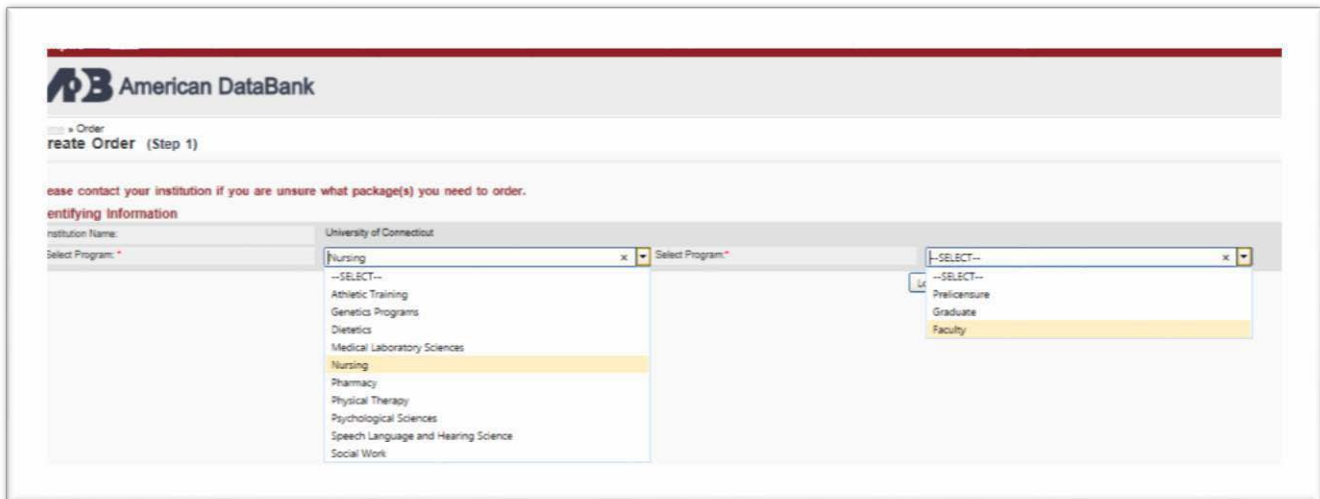
## SCHOOL OF NURSING

### ADB Quick Start Guide for SON Faculty



On the dashboard landing page, you will see options for **Video Tutorials** or to **Place an Order** in the upper right-hand corner. To get started, you will need to select **Place Order**.

To place your order, you will need to select your school/department and program cohort. For faculty, you will choose Nursing>Faculty and the node based on your teaching affiliation (C/R for clinical or residency teaching, D/S for didactic/classroom or SIM teaching, or GA if you are a graduate student with a Graduate Assistantship) and then click on Load Packages. This will bring you to a screen similar to the one pictured below. Please make sure to choose the correct cohort or you will not be able to complete the enrollment process correctly.



### Placing Your Order

The School of Nursing pays for your compliance documentation verification and tracking as well as an initial Fraud and Abuse Control Information Systems (FACIS) III background check. The tracking bundle allows you to upload all documentation required by our affiliated partner sites for rotation clearance (immunization information,

# UConn

## SCHOOL OF NURSING

### ADB Quick Start Guide for SON Faculty

physical, titers, etc.). FACIS is a search of national databases containing adverse actions of individuals and entities sanctioned in the healthcare field.

American DataBank

Order  
Create Order (Step 1)

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

Identifying Information

Institution Name: University of Connecticut  
Select Program: Nursing  
Faculty  
Load Packages

Tracking Package(s)

University of Connecticut Tracking Package  
12 Months  
View Package Details

Estimated Tracking Total:

Billing Information

View Package Details

Estimated Order Total

Estimated Order Total

Previous Next

In **Step 2**, you will need to fill in any personal information that is not already populated. Any item with a red asterisk (\*) is required and must be filled out completely to advance to the next step.

American DataBank

Order  
Create Order (Step 2 of 7)

Social Information

First Name: Emily  
Middle Name:   
Last Name:   
You have an SSN?  Yes  No  
I don't have a Middle Name   
Social Security Number:   
Gender: Female  
Date of Birth:   
SSN:   
Secondary Phone:   
Secondary Email:   
Confirm Secondary Email:   
Get all your mail notices by clicking "Go" under on your dashboard

Address Information

Address 1: 110 Main St  
Address 2:   
Address 3:   
City:   
State:   
County:   
Zip:   
City:   
State:   
Zip:   
Background Check:  Yes  No  
Message Notifications:  Yes  No  
Save personal information changes to account profile

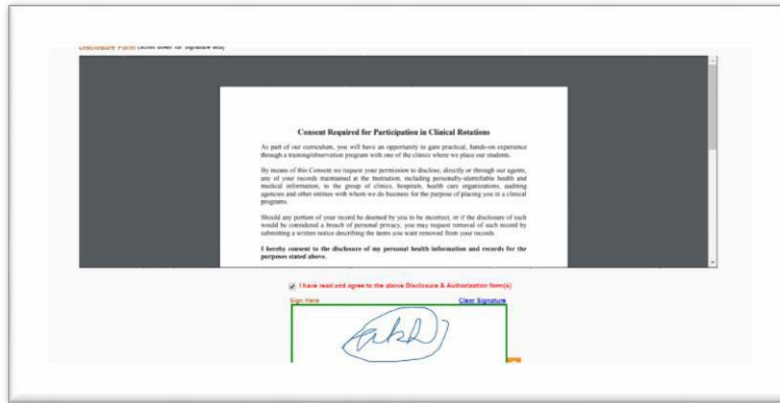
Previous Next Cancel

**Steps 3 and 4** are disclosure forms required by ADB. You must check the agreement item and sign electronically. There is a video tutorial on the page to assist you if you need help completing these steps. These documents will be stored in your profile and can be accessed and printed at any time.

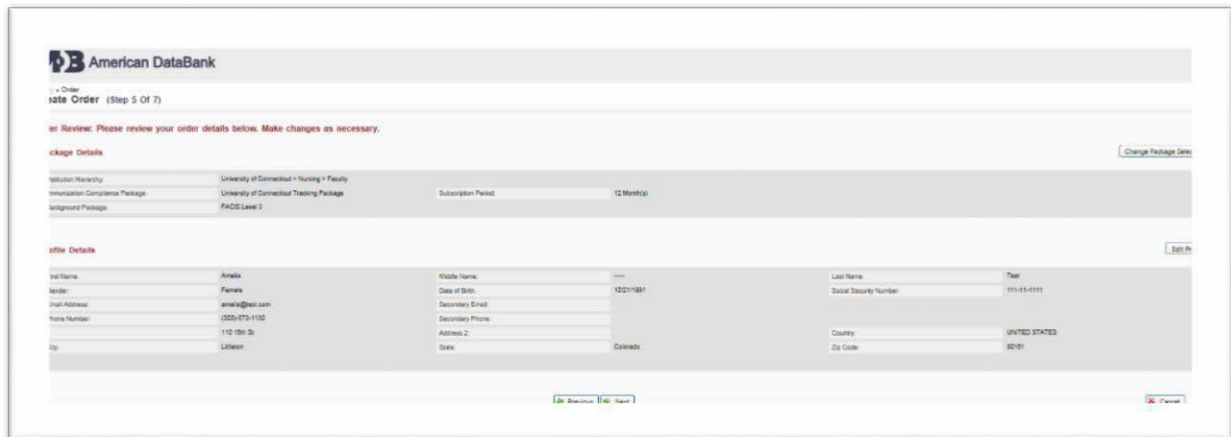
# UConn

## SCHOOL OF NURSING

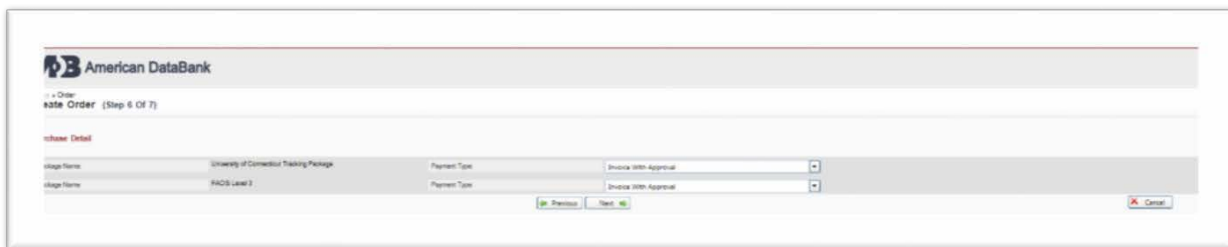
### ADB Quick Start Guide for SON Faculty



**Step 5** is an order review. This is your last opportunity to make certain that your information is entered correctly. If any information was entered incorrectly and results in a flagged finding on a screening, you will be required to pay for a repeat of the screening.



**Step 6** is your Payment Detail and User Agreement. Please choose "Invoice to Institution/Invoice with Approval" as the payment option if it is not already selected.



# UConn

## SCHOOL OF NURSING

### ADB Quick Start Guide for SON Faculty

Step 7 is the final step to placing your order.

The screenshot shows the American DataBank website interface. At the top, it says "Thank You! Order is confirmed." Below this is a "Print" button. The main section is titled "Order Summary" and contains several fields:

- Order Details:** Institution Hierarchy: University of Connecticut > Nursing > Faculty; Order Number: 3899-2877
- Package Detail:** Compliance Tracking Package (University of Connecticut Tracking Package) and Background Package: FACIS Level 3. Payment Type: Invoice With Approval. Subscription Period: 12 Month(s).
- Personal Information:** First Name: Amelia, Middle Name: —, Last Name: Test, Date of Birth: 10/25/1999, Social Security Number: ###-##-1111, Gender: Female, Email Address: amelia@uconn.edu, Phone Number: (203)-673-1130, Address: 110 16th St, City: Litchfield, State: Colorado, Zip: 81611, Country: UNITED STATES.

Below the summary is a "Disclaimer / Limitation of Liability" section with small text. At the bottom, there are "Go To Dashboard" and "Print" buttons.

Your order will go into a queue for payment approval by the school. If it hasn't been released within 48 hours, please contact [sonverification@uconn.edu](mailto:sonverification@uconn.edu) for assistance. Once your immunization tracking order has been processed, you are able to begin uploading documentation for certification for compliance. Video tutorials are available on the ADB website to assist with this.

If you have questions or problems with the ordering process, please contact ADB using the orange call out labeled "Get Help" or call 1-800-200-0853. Business hours are Monday thru Friday from 8:00 am – 6:00 pm (MT) and Saturday from 8:00 am – 5:00 pm (MT).

If you have questions about the health requirements, please contact Megan McNerney at [sonverification@uconn.edu](mailto:sonverification@uconn.edu).

