



Colorado Northwestern Community College

Applicant Background Check User Guide

1. Go to <http://www.conwcccompliance.com>
 - a. Create an account if you have not already done so.
 - i. To create your account by clicking on the “New Users” button.
 - ii. Once you create your account, you will receive an email with an activation link.
 - iii. Follow this link to login to your account. If you do not click on the link, your account will not be activated
2. Click on the Get Started button to begin the ordering process.
3. Select your Program of Study then click on “Load Packages”
 - a. *If you’re unsure of what to order, please contact your school to confirm.*
4. Step 2 will ask you to confirm all details you entered when you created your account.
 - a. This information will be used to run your criminal background. It is imperative that you confirm that all details are correct. If you order incorrectly, you will have to place another order and a refund is not available.
 - b. We encourage you to opt-in to receive Text notifications regarding your Complio account
5. Signing Forms
 - a. There will be several forms to sign. Review the document and scroll down the bottom of the page where you will check the you’ve read and agree to the documentation. Using your mouse or track pad, sign your name and click Next to proceed. The form will refresh to show your signature in the form. You will click Next to move forward.
6. Order Review
 - a. You will confirm your order on the Order Review page. Please double check your package selections as once you enter your payment information your order is not eligible for a refund. Please confirm your order before proceeding.
7. Once your order is placed, American DataBank will start processing the services right away. Upon completion of all background check services, a copy of the completed report will be available to you and your school.

