COMPLIANCE TRAINING PARTNERS®

Get Started with Compli®

Training for Compli®

Welcome to Compli® by Compliance Training Partners!

This tutorial will show you how to best utilize Compli®, and explore all of the features that make this platform a vital addition to your office. We will cover:

- How to create and log in to your account
- How to order multi-use online training access codes
- How to monitor your team's test results and certificates
- How to upload documents as proof of in-office compliance
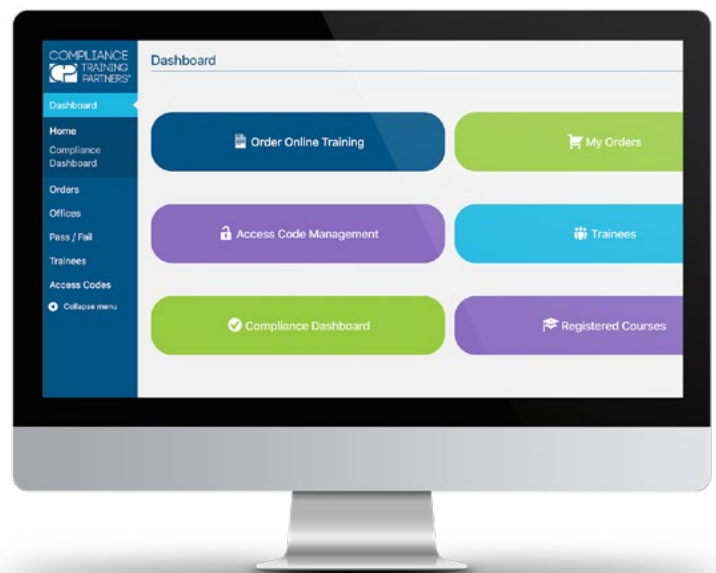
Setting Your Password

When signing up for Compli®, your account will be created by CTP. Once the account is active, you will receive an email instructing you to "reset" your password.


Click the link in the email, and you'll be directed to a new page. You will notice that a complex password is automatically generated. You may choose to use this password, or delete it and replace it with a password of your choosing. If you have not received the email, contact CTP at **888.388.4782**.
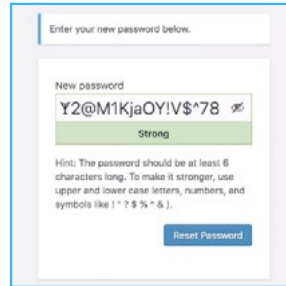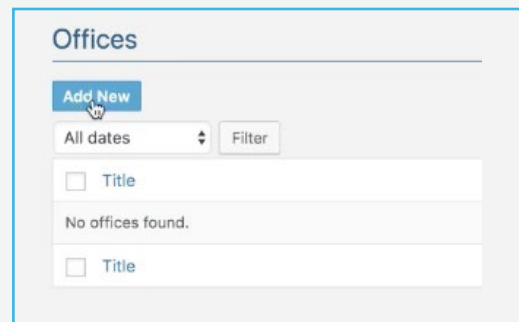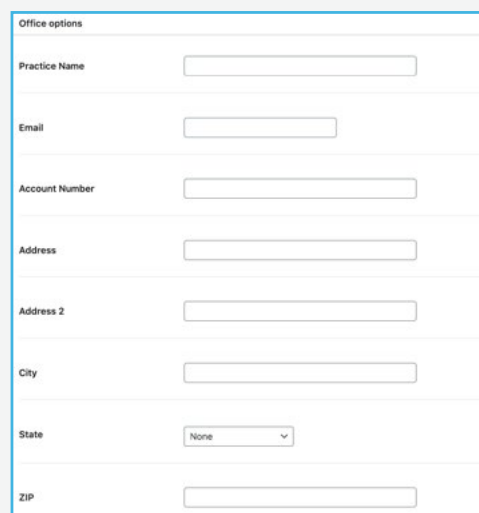

Adding an Office

Once you've chosen your password and used it to log in, you will be redirected to your dashboard. The dashboard is where you will have access to all available functions of Compli®.
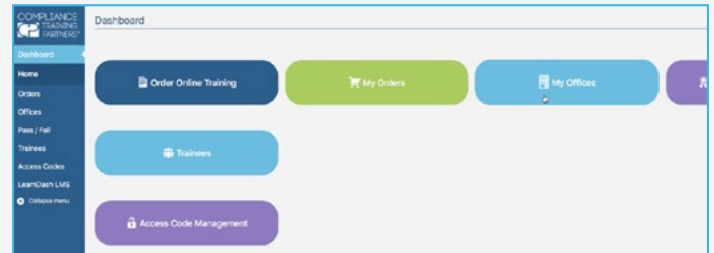
Before you can access everything Compli® has to offer, you'll have to add an office. Click the "My Offices" button, followed by "Add New."

You will be asked to fill out your office's information line by line. Please fill out all of this information carefully, as it cannot be changed once submitted. Once you have completed the form click "Publish" to save the information as your new office. If you are a regional manager, you may repeat this process for each office in your network.

If you make a mistake or need to change any information please contact CTP for assistance at **888-388-4782**.
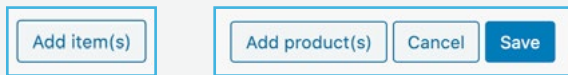
Ordering a New Multi-Access Training Code

To begin, click on the "Order Online Training" button on your dashboard, followed by "Add Order."
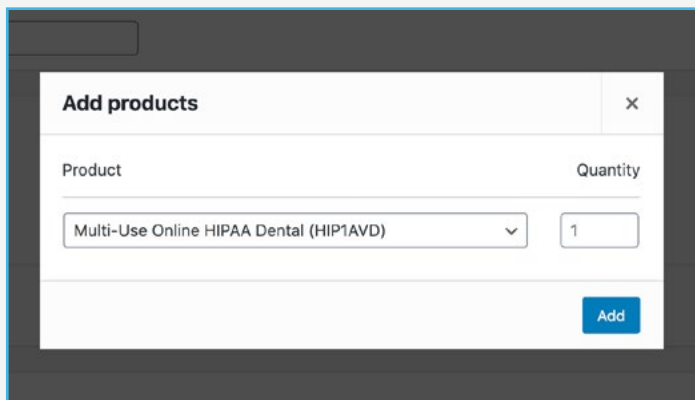

Choose a training date. Once selected, you'll be prompted to add the email address you would like the multi-access code sent to.

Click "Add item(s)", then "Add Product(s)".

A pop-up will appear with a drop-down list of all available courses. Here, you may select the course(s) you would like to create a multi-use access code for.

Once all the information has been entered and you've confirmed it is correct, click the "Order Online Training" button. The page will refresh, and you will see the words "Order Updated" on the top left of the screen.

You may view all of your placed orders at any time by clicking the "Orders" button from the dashboard. Clicking the "Eye" icon will grant a quick look at all current orders.

Order Emails

Once your order is placed, the order summary will be sent in an email titled "Your Compliance Training Partners Order Has Been Received!"

The second page of the attachment will provide the access code(s), as well as instructions on how your team can access the online training course. This PDF can be downloaded, printed or saved.

Training Test Performance

This button will bring you to the Pass/Fail page, which allows you to review trainee test performance. Additionally, you are able to view and print their earned certificates for completed courses.

Quiz	Completion Date	Pass / Fail	Sales Rep
HIPAA	July 15, 2020	P	Compli Training
HIPAA	July 15, 2020	P	Compli Training
HIPAA	July 15, 2020	F	Compli Training
Quiz	Completion Date	Pass / Fail	Sales Rep

Access Code Management

Within the Access Code Management page, you have the ability to view all of your access codes.

Compliance Dashboard

The Compliance Dashboard allows you to monitor and maintain your in-office compliance.

The following periodic compliance inspections can be found within your dashboard:

- ✅ Quarterly Dental Unit Waterline Tests
- ✅ Weekly Spore Testing of Sterilizers
- ✅ Weekly Eyewash Station Inspection
- ✅ Monthly Fire Extinguisher Inspection
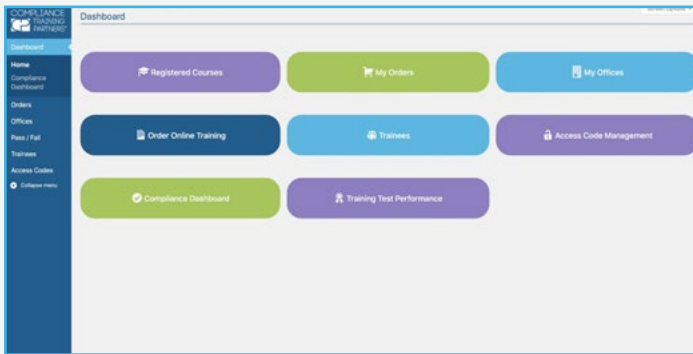
To update the information for each, simply click on the "Update" buttons. Once clicked, the window that opens will allow you to upload a photo, as well as enter the date, who performed the check and whether the result was a pass or fail. You may also export all of your office's data into a printable sheet.

Doing so in a timely and accurate manner for all four sections will raise the office's overall compliance rating. If you are unable to complete a compliance check, selecting the "Order" button will direct you to available needed products for purchase.
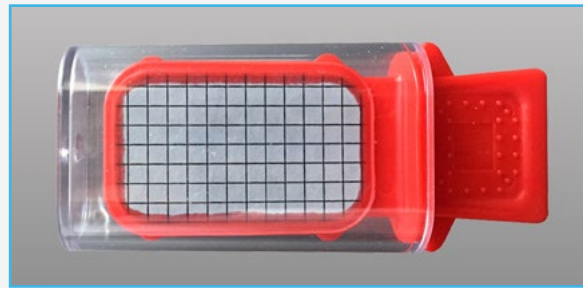
If you have any questions on how to use the Compli® platform, please contact CTP at 888.388.4782.