

The complyND team has developed a few quick tips to help you answer questions that you may have about the system. For additional information please visit the **complyND** website at <http://comply.nd.edu>.

1. Supported Browsers

- Internet Explorer 10 and 11
- Mozilla Firefox 32 and higher
- Chrome 38 and higher

Safari is **NOT** supported and is not recommended for use with complyND.

2. Starting A Course




In some cases, the **Start** link may not be visible on the screen when you go to complyND. If you don't see the **Actions** column, use the scroll bar at the bottom of the screen to move to the right. Click the **Start** link and the course will open (*Image 1*).

3. Completing a Training Assignment

After launching the course (*#1 in Image 2*), you will need to review each page/section, complete exercises within the course, and open and review any supplemental materials if required (*#2 in Image 2*). When all requirements are complete, you will be returned to the course detail page. There, click the **green** checkmark to submit your course as complete (*#3 in Image 2*). If there is an associated end-of-course test, you will receive an email assigning this to you shortly. If there is no end-of-course exam, an email will inform you that you have completed your course.

4. Creating a Training (Ad-Hoc) Assignment

After logging into **complyND**, click **Supervisor** from the Training tab and then **Ad-Hoc Course Setup** link in *Setup*. Enter a course name in **Course Setup Name**.

In the *Details* section, click  to search for the course. Click **Select** to select the course to assign. Identify the number of calendar days until the course is due to be completed and specify the number of times (attempts) the user is permitted to take the course. In the *Send To* section, click  in the *Trainees* field to bring up the list of individuals you can assign training to. Click the box by the name of the Trainee to add then click **Select**. The Trainee name(s) will display in the *Send To* section. Click  to submit information. Click **Continue** to accept confirmation message.

Once submitted, an email will be sent to the trainees indicating they were assigned a course.



Image 1:

Curriculum/Adhoc	Status	Actions
TEST Curriculum 2016.01.14	Not Started	Start

Image 2:

Green Checkmark = Submit Button

