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 \( \text{Search} \) 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 \( \text{Add} \) 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 \( \checkmark \) 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.