## **Comply Overview**

Please see the links below for info about how Comply works if you have not previously used it or just need a refresher.

Comply | Overview for End Users

How do I use Comply?

**Comply Login** 

## Logging in

- ADMINISTRATORS/TEACHERS Comply connects with PA-ETEP
  - Comply and PA-ETEP utilize the same database of information.
  - Your User Name and Password is the same for both.
  - Resetting your password in one will reset it for both.
- CUSTODIANS/FOOD SERVICE/SUPPORT STAFF Don't use PA-ETEP?
  - o If you have not needed to use PA-ETEP but are required to use Comply, an account has been created for you using your district email as the user name.
  - When logging in for the first time you must reset your password by clicking here
  - Note: Comply has password reset issues with Internet Explorer and Microsoft edge, please use Google Chrome or Firefox to reset.
    - If you still have issue, submit a <u>Support Ticket</u>.

## **Compliance (Clearance) Items**

- When you log in you will see the various compliance items that have been assigned to you, how many days until it is due, etc.
- Just click "Details" on an item to view the requirements and instructions for how to complete it. Please read the instructions and requirements **carefully**. You only upload evidence or answer questionnaires when your **due date has arrived**.
- The blue buttons to "Upload Evidence" or "Complete Questionnaire" will be right on the same page as the instructions.
- ACTION ITEM: If you do not have any compliance items assigned to you, please let me know.

Questions can be directed to Rachel Yoder, Rachel Yoder@beasd.net or 814-355-4860