Mercer County Community College

Division of Health Professions

Nursing Program

Background Check

All students are required to complete a criminal background check, including the sex offender registry, through American Databank.

Step One: Point your web browser to http://www.mercercollegecx.com/

On the right hand side of the screen, you will see a box for "New Users." Click on the link to create a new account.

Step Two: Complio will send an email to the email address you used during account creation. You must click on or copy and paste the activation link included in the email to activate your account and proceed to step three.

Step Three: Once you are logged into your Complio account, place an order for a background check.

Step Four: You will be promoted to enter additional information and sign the disclosure and authorization form. This will also be your last opportunity to edit your profile information.

Step Five: Continue to Order Review and submit payment information.

Step Six: After you place your order, you will receive a confirmation email notifying you that your payment has been processed.

Step Seven: Submit only the payment confirmation to the nursing office with your required documents. Do not submit your background check results to the nursing office.

Questions? Email complio@americandatabank.com or call 1-800-200-0853.