**Compliance Director**

**Instructions for Volunteer Staff**

Thank you so much for being willing to work and volunteer at McEver! We appreciate you taking time out of your busy schedule to come help us. ☺ To help us comply with state mandates, we ask that you complete this Mandated Reporting training one time each school year. It will take about 30-45 minutes to complete. If you are chaperoning a field trip, please complete this before the day of the trip.

**If completing the training at home, please skip to STEP ONE.**

Please log in to school computers using your child’s Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: First letter of student’s first name and student ID #

**Step One**: Open Internet browser and go to [www.compliancedirector.org](http://www.compliancedirector.org)

**Step Two**: Click on “Georgia” on the left side of the page.

**Step Three**: Click on the “Mandated Reporting” module that you have been requested to take.

**Step Four**: Your Username is pioneer and your Password is resa

**Step Five**: Complete the training and assessment during a time when will you will have sufficient time to complete the entire module without having to stop and resume at a later time—approximately 30 minutes.

**Step Six**: When you have successfully completed the module, it will ask you to select your system’s name and then to login. This last username and password (listed below) will allow you to successfully register thus creating a legal record that you have taken the training.

Your system registration username is: **Hall County**

Your system registration password is: **schoolteacher**

**Step Seven**: When the next screen is presented with open fields for you to complete, enter your information (instead of “name as it appears on my paycheck”, please list your first and last name as it appears on your driver’s license). In the drop down box, do not pick a school - choose the first choice “Volunteer”.

Please change the confirmation email address to your student’s teacher’s email address so that they will have confirmation that you completed the training. Teachers should keep a record of which parents have completed it.

Teacher’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@hallco.org

Thank you again for your help and support of McEver!!! ☺