

White County School System

~ Mandated Reporting Training Module for Volunteers ~

***THE MANDATED REPORTING MODULE is the ONLY MODULE REQUIRE to become a VOLUNTEER.**

NEW USERS (you are a new user if you have never registered a Compliance Director account with your current school district):

- 1) Type whitecounty.compliancedirector.org into your browser
- 2) Click **Register** in the top right corner. Enter the registration information.
 - Full Name (First and Last Name)
 - Email Address: Your email address (Confirm email is typed correctly).
 - Keyword for White County: **Elementary** (keyword is case sensitive)
 - Password: Create your own password.
 - Confirm Password: Make sure password is typed correctly and recorded safely for your record.

**Please make a note of your Email and Password. You ONLY need to register the FIRST time you log in.*

- 3) **Go To MODULE INSTRUCTIONS Below** ↴

EXISTING USERS (for those who registered and created an account during or after the 2020-2021 school year):

- 1) Type whitecounty.compliancedirector.org into your browser
- 2) Click **Login** and enter the email address and password you set up previously.

If you do not remember your password, click **Forgot Your Password? to have a reset link sent to your associated email account. The password reset is time-sensitive, so you should go to your email immediately and follow the instructions.*
- 3) **Go To MODULE INSTRUCTIONS Below** ↴

MODULE INSTRUCTIONS:

- 1) Once you are logged into your Dashboard, under **Modules** on the right, click **Mandated Reporting** to begin. You cannot start and stop in the middle of a module.

The **Mandated Reporting** module is the **ONLY** module volunteers are required to complete.
- 2) When the module is successfully completed, input your personal information and click **Submit**. This will take you back to your Dashboard where you will see the module in green under **Completed Modules**.
- 3) To log out of your Dashboard, click on your name at the top of the page and then click **Logout**.
- 4) Return to **Volunteering** at WCSS web page and request a badge if you are needing a long-term badge (option #2 and #3 on the webpage).

**** If you have any questions, please email Lin Pahl at lin.pahl@white.k12.ga.us ****