



West Fannin Elementary School

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ComplianceDirector.org ~ Instructions for Volunteers ~

Step One: www.compliancedirector.org

Step Two: Click on “Georgia”

Step Three: Click on the module you have been requested to take. Volunteers are required to take “**Mandated Reporting**” and “**FERPA**”.

Step Four: Your Username is:
Your Password is:

Fannin County
instruction

(These are your username and password into any module you take.)

Step Five: Complete the training and assessment requested. (Modules are usually about 20 minutes long.)

Step Six: When you have *successfully completed* a module, it will ask you to select your system’s name (Fannin County) and then login again. This last username and password will allow you to successfully register, thus creating a legal record that you have taken the training. You will also have the option to enter your email address to receive a confirmation email.

Your system registration username is:

Your system registration password is:

Step Seven: My first name as it appears on my pay check is:	Type your first name
My last name as it appears on my pay check is:	Type your last name
The year I was born is:	Type the year you were born
The last four digits in my Social or other code is:	Type 0293 (West Fannin’s school code)
School or office where I work is:	Select “Volunteer”
E-mail	Type in your e-mail address

Step Eight: Forward your confirmation for Mandated Reporting and FERPA to scioffi@fannin.k12.ga.us

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