

Volunteer's directions for completing Mandated Reporting are provided below. Please contact me should you have any questions or need assistance accessing the modules. Sherri Hill at [shill@gcbe.org](mailto:shill@gcbe.org)

**STEP ONE:**        [www.compliancedirector.org](http://www.compliancedirector.org)

**STEP TWO:**        Click on the state in which you work.

**STEP THREE:**     Click on the module you have been requested to complete. You will select the "Mandated Reporting" module.

**STEP FOUR:**      Your username is:        Gordon County  
Your Password is:        mobile

**STEP FIVE:**      Complete the assigned module(s) as requested. Modules are usually about 20 minutes long.

**STEP SIX:**        When you have successfully completed the module, it will ask you to select your system's name and then login again. This last username and password will allow you to successfully register, thus creating a legal record that you have completed the training. Please enter "Volunteer" not the school name. You will also have the option to enter your email address to receive a confirmation email.

Your username is:        Gordon County  
Your Password is:        mobile

After you receive your email confirmation, please email it to: [shill@gcbe.org](mailto:shill@gcbe.org)

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