

## **Compliance Director.org**

### **On-line Training for Franklin County Schools Faculty and Staff**

Please follow these directions carefully to complete each of these (8) standard modules: *Ethical Use of Social Media, Suicide Awareness & Prevention, Blood-borne Pathogens, FERPA, Sexual Misconduct Reporting, Code of Ethics, Mandated Reporting, and McKinney-Vento.*

1. Enter the following web address in your browser: [www.compliancedirector.org](http://www.compliancedirector.org)
2. Click on "Georgia."
3. Under Standard Modules click on ONE of the modules listed above.
4. Login using the following username and password:  
User Name: **Franklin County**  
Password: **Paper**  
Click on "**Login**" to proceed.
5. Read Module and answer questions.
6. When you have *successfully completed* you will be asked to choose your school system. Click on "**Franklin County.**"
7. You will be prompted to login to register your completion of the module. The following username and password will allow you to successfully register thus creating a legal record that you have taken the training. (You will use this username and password after each module).
  - Your system registration username is: **Franklin County**
  - Your system registration password is: **Paper**
8. Enter your personal information. (Including your Year of Birth, last 4 digits of your SSN, work location, and e-mail address) Click "Next." You will receive an e-mail notifying you of your successful completion of each module.

**REPEAT steps 2 through 8 to complete the remaining modules listed above.**

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**Next**, use the directions **below** to complete the **remaining** (4) required custom modules: *Acceptable Use Procedures, Worker's Compensation, Restraint and Seclusion, and Bullying.*

1. Click on "Georgia."
2. Click on "**Custom Modules**".
3. Click on "Franklin County".
4. Click on "Acceptable Use Procedures".
5. Please Login using the following username and password:  
User Name: **Franklin County**  
Password: **Paper**  
Click on "**Login**" to proceed.
6. Read Module and answer questions.
7. When you have *completed* a module, you will be prompted to login. The following username and password will allow you to successfully register thus creating a legal record that you have taken the training. (You will use this username and password after each of these 4 modules listed above).
  - Your system registration username is: **Franklin County**
  - Your system registration password is: **Paper**
8. Enter your personal information. (Including your Year of Birth, last 4 digits of your SSN, work location, and e-mail address). Click "Next". You will receive an e-mail notifying you of your successful completion of each module.

**REPEAT steps 3 through 7 to complete the remaining custom modules in this section.**

***You will now have completed the following (12) Modules, ONLY:***

*Ethical Use of Social Media, Suicide Awareness & Prevention, Blood-borne Pathogens, FERPA, Sexual Misconduct Reporting, Code of Ethics, Mandated Reporting, McKinney-Vento, Acceptable Use Procedures, Worker's Compensation, Restraint & Seclusion, and Bullying.*

*While taking this online training, no answers will be recorded. **Compliance Director** will make a list available to your system of those employees who have successfully completed the training. This list of successful completers will become a legal record.*

**REVISED 7/10/2018**