

Compliance Director.org

On-line Training for Franklin County Schools Faculty and Staff

Please follow these directions carefully to complete each of these (7) standard modules: *Sexual Misconduct Reporting, Code of Ethics, FERPA, Mandated Reporting, Blood-borne Pathogens, Suicide Prevention and Awareness, and Ethical Use of Social Media.*

1. Enter the following web address in your browser: 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: **pioneer**
Password: **resa**
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.

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: **pioneer**
Password: **resa**
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 (11) Modules, ONLY:

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