Compliance Director
Instructions for Chaperones

Standard Modules to be Completed

Mandated Reporting

Step One: Go to www.compliancedirector.org

Step Two: Click on the state in which you work

Step Three: Click on a module you have been requested to take

Step Four: Your Username is **Stephens County** and your Password is **webpage**(These are your username and password into <u>any</u> module you take.) Make sure you use the appropriate capital letters.

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

Step Six: When you have *successfully completed* a 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 taken the training. You will also have the option to enter your email address to receive a confirmation email.

Your system registration username is: **Stephens County**

Your system registration password is: **webpage**