

Compliance Director
Instructions for School Volunteers
2018-2019

Thank you so much for being willing to work and volunteer at Martin Technology Academy! We appreciate you taking time out of your busy schedule to come and help us.

In order to comply with state mandates, we ask that you complete training on “Mandated Reporting” once each school year. You will need to complete the entire training module without having to stop and resume at a later time—plan for approximately 30 minutes to allow ample time for completion.

Step One: www.compliancedirector.org

Step Two: Click on “Georgia” on the left side of the page.

Step Three: Click on the “Mandated Reporting” module that you have been requested to take.

Step Four: Your Username is pioneer and your Password is resa

Step Five: Complete the training and assessment —approximately 30 minutes.

Step Six: When you have successfully completed the module, it will ask you to select your system’s name and then to login. This system username and password (**listed below**) will allow you to successfully register creating a legal record that you have taken the training.

Your system registration username is: **Hall County**
Your system registration password is: **schoolteacher**

Step Seven: When the next screen is presented with open fields for you to complete, enter your information (instead of “name as it appears on my paycheck”, please **list your first and last name as it appears on your driver’s license**). In the drop down box, do not pick a school, **choose the first choice “Volunteer”**.

Please change the confirmation email address to your own personal email address so that you will have confirmation that you completed the training.

Step Eight: You will receive a confirmation email from compliancedirector@pioneerresa.org to the email address that you listed—please forward this email to your child’s teacher and to Mrs. Roberts at erin.roberts@hallco.org so MTA has documentation that you have completed the mandated reporting module.

Please contact Mrs. Roberts, School Counselor, with any questions you may have.

Thank you again for your help and support of MTA!