Compliance Director Instructions

Registration and Login Information

ALL Dade County School District employees should register as a NEW USER.

Step 1: Visit https://ga-dadecounty.compliancedirector.org (*link is also on website under STAFF*)

Step 2: Click on the "Register" button in the top right corner.

Step 3: Enter the information requested on the registration page.

The Dade County Keyword is **Compose** **(**This keyword is case sensitive)

Verify email address is entered correctly.

Select the **REGISTER** button. A verification email will be sent to the email address you provided. Do not click the RESEND VERIFICATION LINK unless you did not receive the email verification.

Once verification is accomplished, account set up is complete. Click on **DASHBOARD** on the Compliance Director website to access the available modules.

Step 4: ***Complete the 19 required modules***. Once a module is started, it must be completed. It is not possible to stop while working in a module, exit the system, and pick up at that location later. It will automatically close after 60 minutes of inactivity.

At the end of each module, input personal information (using the email address you registered with) and select the **SUBMIT** button, which will direct you back to the dashboard. Not completing this section of each module will result in it showing incomplete.

HELPFUL INFORMATION

Login upon return to Compliance Director (after initial registration):

- Visit https://www.dadecountyschools.org/ hover over STAFF, scroll to Compliance Director Training Modules
- Select LOGIN, located at the top right of screen
- Enter email address and password

Password Reset:

- If a password change is needed, select I FORGOT PASSWORD in the account login window
- In the RESET PASSWORD window, type in the email associated with the account
- Select SEND PASSWORD RESET LINK. You will receive an email with a link.