

ComplianceDirector.org

PLEASE READ THE INSTRUCTIONS THOROUGHLY BEFORE CONTACTING AN ADMINISTRATOR!

Instructions for **NEW USERS** – You are a “new user” if you were hired beginning this next school year.

Step 1: Go to <https://www.dadecountyschools.org/>, scroll down to the **QUICKLINKS** section on the right-hand side of the page, and click on Compliance Director Training Modules.

Step 2: Click on REGISTER. Your username is an email address (most likely your work email) and you create your own password during registration.

Step 3: New users shall enter the information requested on the registration page. Your email address (preferably your work email) will become your username. You will create your own password. If you do not have a work email address, a personal email address may be used. Please check to be sure you typed both your username and your password correctly. If you mistype your email or your password during this step, you will not be able to log in later when typing them in correctly. **You should remember your username and password.**

The Dade County Keyword is **Skills**. *** The keyword is case sensitive ***

After completing each module, you will be asked to provide some basic information. **PLEASE BE SURE TO SELECT YOUR CORRECT WORK LOCATION FROM THE DROPDOWN MENU.**

Instructions for **Existing Users** – You are an “existing user” if you were employed and/or volunteered in any capacity last school year and completed the Compliance Director modules.

Step 1: Go to <https://www.dadecountyschools.org/>, scroll down to the **QUICKLINKS** section on the right-hand side of the page; and click on Compliance Director Training Modules.

Step 2: Click on LOGIN. Enter your email address and password. If you do not remember your password, click **Forgot Your Password** to reset it.

Note For Existing Employees:

If you receive a **login error message**, check to make sure you have typed your email address correctly, and then check to be sure you have input the correct password. The error message will highlight the username (email) box, but the error can be either the username or the password. If you cannot remember your password or if you continue to get a login error and you believe you have input the correct email, then use the “Forgot your password?” function to reset your password. The password reset is time sensitive, so go immediately to your email account and follow the email instructions to reset your password.

After completing each module, you will be asked to provide some basic information. **PLEASE BE SURE TO SELECT YOUR CORRECT WORK LOCATION FROM THE DROPDOWN MENU.**
