

## ComplianceDirector.org ~ Instructions for Staff ~

**Step One:** [www.compliancedirector.org](http://www.compliancedirector.org)

**Step Two:** Click on the State in which you work

**Step Three:** Click on the module you have been requested to take (this may take the form of a *current Standard* module or a *Custom* module unique to your system)

**Step Four:** Your Username is:   
Your Password is:

(These are your username and password **into any module** you take.)

**Step Five:** Complete the training and assessment requested. (Modules are usually about 20 minutes long.)

**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:

Your system registration password is: