Manor ISD Compliance Videos

1. Open your Firefox or Safari browser and go to http://olc.region10.org/catalog

2. Click the Courses tab at the top of the page and then select Certification and Compliance from the drop-down menu.
3. Scroll down and select the Compliance Training Suite.

4. Click Enroll in this Course for the courses you need to participate in:
   a. Blood Born Pathogens
   b. Diabetes Type II
   c. Legal Issues: FERPA, Child Abuse Reporting and Copyright Law
   d. Legal Issues: Section 504 Updated
   e. Legal Issues: Sexual Harassment
   f. Sexual Abuse and Maltreatment of Children
   g. Texas Educators’ Code of Ethics
   h. What You Need to Know About Concussions
5. Selecting Enroll will bring you to the Professional Development login page. Login with your username and password.

*If you were in the district last year* you set up your account then.
Your username is your email address. If you don’t remember your password, click the Forgotten password button.

Enter your email address in the box and click Reset Password.

Click Reset Password button.
Enter your email address and click the Next button.

An email will be sent to you with instructions on resetting your password.
The email will be from Region 10. Click on the link in the message to reset your password.
The reset is not automatic. It can take up to 15 minutes to be activated.
When you click the link you will be asked to reset your password.

![Password Reset Screen](image1.png)

After you click the Reset Password button you will see this screen:

![Password Changed Screen](image2.png)

Copy the link included in the message and paste it into your browser and press enter on your keyboard.

Enter your email address and password. Click Login.
Your username and password are now set up.
Click the Online Learning Center link to take you back to the courses.

And you are back where we started!
Click on Courses at the top of the screen and go back down to Certification and Compliance.
Click on Compliance Training Suite again.
Enroll in the courses you are required to participate in.
Continue to step #6 below.

*If you are new to the district this year
Click the Create New Account link on the right side of the page.

Fill in the required fields.

Click Next.
Complete the information on the next page and then click the Next button.

Your account has now been created. Click the Click here to Continue link.

Click the Online Learning Center link to take you back to the courses.

And you are back where we started!
Click on Courses at the top of the screen and go back down to Certification and Compliance. 
Click on Compliance Training Suite again. 
Enroll in the courses you are required to participate in.

6. At this point you can either take the course or you can continue enrolling in the courses you need to enroll in.

7. To take the course, you will go to My Region 10 at the top of the screen and then select My Courses.

8. A list of your selected courses will show and you will click on the course you want to participate in.

9. Follow the directions on the screen to complete the courses. 
   Some of the courses have audio and some don’t. 
   All of the courses have a quiz at the end that you must pass in order to get credit for the course.