

New Employees:

- Go to www.mandatedservices.com
- Click on **“Login”**
- Click on **“I do not have an account”**
- Complete the steps to create an account
 - Email address
 - Name
 - Username and password
- Sign in
- Link your account to your school

Returning Employees:

- Go to www.mandatedservices.com
- Click on **“Login”**
- Use your **username** and **password** to sign in
- Complete the profile form