

Iowa Mandatory Reporter Instructions

Follow the steps below to complete Iowa Mandatory Reporter training:

1. Access the Department of Human Services website.
dhs.iowa.gov
2. In the blue bar select Family Services/Mandatory Reporter.
3. From the *Mandatory Reporter Information* page select **sign in here**.
4. Follow the page instructions to create an account.
5. Use a permanent email address. A student email is not recommended.
6. A leader's name and email are required. Use *Allen College* as the leader's name and *admissions@allencollege.edu* as the email address.
7. Complete the separate Adult and Child Mandatory Reporter trainings.
8. Submit certificates to the Admissions office using one of the following methods:
Email: admissions@allencollege.edu

Mail: Allen College
 Admissions
 1825 Logan Avenue
 Waterloo, IA 50703

If questions arise please contact admissions@allencollege.edu or (319) 226-2014.