# WILLIAMSVILLE CENTRAL SCHOOL DISTRICT
# 2020-21 GCN TRAINING INSTRUCTIONS

Please be sure you have your speakers turned on.

## 1. Access the Login Screen

Enter www.gcntraining.com into Chrome (preferred) or your browser's address bar. Click the Green button:
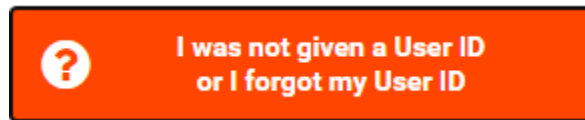
**▶▶▶ LOGIN TO VIEW TRAINING**

## 2. Enter your Organization ID

The Organization ID is a code unique to each organization. WCSD's code is: **24915**

## 3. Enter User ID.

If this is your first time using GCN (or if you've forgotten your User ID), click the Orange button:

**? I was not given a User ID or I forgot my User ID**

Enter your **first and last name ONLY**. Click *Search.*

    A.  If you are a new user, you will be prompted to create an User ID. It will then auto populate on the Welcome User! screen. On the next screen, you will need to enter a valid email address. Click *Submit* to continue.

    B.  If you are an existing user, your User ID will be emailed to you.

## 4. The Tutorial Progress Page

On the tutorial progress page, there is a list of 8 WCSD "Required Tutorials".

| DUE OCTOBER 1, 2020 | DUE MARCH 31, 2021 |
|---|---|
| DASA – Williamsville | Workplace Violence |
| Sexual Harassment NY | Bloodborne Pathogens |
| **NEW** Acknowledgement of receipt and agreement of the HR Handbook, Policy Agreement and Code of Conduct | Hazard Communications |

You are welcome to complete any of the tutorials listed under "Optional Tutorials" but they will not count toward the 8 required tutorials.

## 5. Viewing Tutorials

To view a tutorial, click **START** to the left of any title in the list. Your progress is saved after each slide completes so you may complete a tutorial in several sessions. You do not need to print out the Certificate of Completion. Our system is notified automatically when you complete each tutorial. If you have trouble viewing a tutorial or slide, use the orange buttons below the tutorial viewer for help.

## 6. Additional Assistance

Contact Michelle Intihar at mintihar@williamsvillek12.org or help@gcntraining.com.