

Mandatory Compliance Training

All Millbrook Central School District employees are required to complete annual trainings. These mandatory trainings are an integral part of promoting a safe and healthy environment for our district's staff and students. Required trainings must be completed by September 15 of each school year for existing employees. New employees must complete the training within thirty (30) days of hire.

The Millbrook CSD is a member of the Global Compliance Network (GCN), an on-line training provider. Employees will log-on to the GCN website to complete their trainings. You may start your training at any time and need not complete all training in one sitting (unless you prefer). There is no need to print certificates of completion because the system automatically logs that information.

For planning purposes, here is the list of required trainings* and estimated time to complete:

- Bloodborne Pathogens – 20 minutes
- Child Abuse – 28 minutes
- COVID-19 Plan, Prepare and Respond (Educational Institutions) – 8 minutes
- COVID-19 Video: How to Wear a Mask (OSHA) – 3 minutes
- COVID-19 Video: Proper Handwashing (CDC) – 3 minutes
- COVID-19 Workplace Guidelines – 10 minutes
- Dignity for All Students Act/Code of Conduct – NY – 9 minutes
- Hazard Communications – 29 minutes
- Mental Illness and Disorders Awareness for Educators (short) – 9 minutes
- School Safety – NY – 18 minutes
- Sexual Harassment NY – State Mandated – 25 minutes
- Student Data Privacy (NY State Ed Law Section 2-d) – 20 minutes

*Please note that depending on your position, your required trainings may differ from this list. When you log in to start your training, a list of your requirements will appear.

New to GCN? Directions to Complete Your GCN Registration are on the next page.

If you already have a GCN account, you only need to enter the organization code for Millbrook (172611m) and your user ID to [log into the training system via the GCN homepage](#).

If you have any questions, please contact Danielle Leonardi at danielle.leonardi@millbrookcsd.org or ext. 1113.

INSTRUCTIONS: Millbrook Central School District

1) Access the Login Screen

Enter **www.gcntraining.com** into your browser's address bar

When the website loads, Click



2) Enter your Organization ID

The Organization ID is a code unique to each organization.

3) The User ID

If you do NOT have a User ID,

click

and follow the prompts to create one.

If no account is found, check with your HR Department or Supervisor to see if there is an issue with your account/name. -- it may be a difference of "Smith-Jones" vs "Smith Jones" or "VanHoff" vs "Van Hoff".

If you have created a User ID already, enter your User ID and click Submit

If you've forgotten your User ID, click "I Don't Know..." below the User ID field.

4) The Tutorial Listing Page

On the Tutorial Listing page you'll see a list of tutorials your organization has either required or has made available to you -- if the list does not specifically state "Required", it's possible that not all on the list are required (your organization may provide a list for you in this case).

Take notice of any articles in the News & Information area to the right of the page.

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.

If you have trouble viewing a tutorial or slide, use the orange buttons below the tutorial viewer.