


# WILLIAMSVILLE CENTRAL SCHOOL DISTRICT

## 2023-24 GCN TRAINING INSTRUCTIONS

Please be sure you have your speakers turned on.

### 1. Access the Login Screen

Enter [www.gcntraining.com](http://www.gcntraining.com) into Chrome (preferred) or your browser's address bar. Click the Green button:



### 2. Enter your Organization ID

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

24915

### 3. Enter User ID.

NOTE: 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 a 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 the WCSD "Required Tutorials".

DUE JANUARY 2, 2024	
Bloodborne Pathogens	Student Data Privacy
Reporting Child Abuse in an Educational Setting	Workplace Violence
DASA - Williamsville	Acknowledgement of receipt and agreement of the WCSD Code of Conduct, Employee Handbook, Policies and Safety Plan.
Hazard Communications	
Sexual Harassment NY	
Only Facilities staff: Cleaning Chemicals	Only Admin Council: Title IX

*You are welcome to complete any of the tutorials listed under "Optional Tutorials" but they will not count toward the 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](mailto:mintihar@williamsvillek12.org) or [help@gcntraining.com](mailto:help@gcntraining.com).