Once again it is time for our annual GCN training. Every year District staff are required to view mandatory training videos.

All of the videos are available to you on GCN. Some of you, depending on your role in the District, may have different videos required.

You do not need to send the certificate to HR showing that you watched a video. There will be a record of it on GCN which I can see.

Please email Nancy Ojeda nojeda@sufferncentral.org if you are not able to log in to the GCN website.

<mark>**You may notice that the Child Abuse video has been removed for this year because New York State has a new regulation for all certificated employees. A separate email will follow with this information.**</mark>

Instructions:
Login information:
The GCN Training site address is: **www.gcntraining.com** . Click HERE to get there. Below are pictures - not live links!

When the website loads, **Click the**

[▶ ▶ ▶ LOGIN TO VIEW TRAINING]

Enter your Organization ID - **68931r**

If you are new to the District, your user ID should be the same as the first part of your District email. For example my email is lmautone@sufferncentral.org and my username is lmautone.

If you do NOT have a User ID,

click **I was not given a User ID** and follow the prompts to create one.

If no account is found, email me 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 (previous users), enter your User ID and click Submit.

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

On the Tutorial Listing page you'll see a list of tutorials that we have made available and required of you to watch. **You are not required to watch any that say "Optional" next to them unless specifically asked to watch them.**

GCN Tutorials - gcntraining.com

Ten month employees do not have to watch these prior to the start of the school year. VIDEOS below are for All staff (Except Custodians and Maintenance) - a separate email will be sent out to the Custodial/Maintenance Unit.

<mark>**COMPLETION DATE FOR ALL VIDEOS - DECEMBER 15**</mark>

- Bloodborne Pathogens - 20 minutes
- Children's Internet Protection Act - 15 minutes
- Dignity for All Students Act/Code of Conduct NY (Overview) - 9 minutes
- Discrimination - 18 minutes
- Hazard Communications - 20 minutes
- Mental Health Awareness (SAVE Act NY) - 20 minutes
- Reporting Child Abuse in an Educational Setting - 40 minutes
- Sexual Harassment NY -- State Mandated - 25 minutes
- School Safety NY - 18 minutes
- Student Data Privacy (NY State Ed Law Section 2-d) - 20 minutes
- Workplace Violence in Schools - 15 minutes

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.