WILLIAMSVILLE CENTRAL SCHOOL DISTRICT
2025-26 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:



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:



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".

ALL TUTORIALS ARE DUE JANUARY 5, 2026	
Bloodborne Pathogens	WCSD Suicide Prevention*
DASA - Williamsville	Workplace Violence in Schools - NY
Hazard Communications	Acknowledgement of receipt and agreement of the WCSD Code of Conduct, Employee Handbook, Policies, Safety Plan, and Supplement to Workplace Violence Training.
Reporting Child Abuse in an Educational Setting	
Seconds Count Video	
Sexual Harassment - NY	
Student Data Privacy	Only Facilities staff: Cleaning Chemicals
	Only Administrative Council: Title IX
*All employees except WTA staff members. WTA staff members will receive in-person training.	

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 is completed 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.