

GLOBAL COMPLIANCE TRAINING - ANNUAL REQUIREMENT

Go to website: WWW.GCNTRAINING.COM



Click 'Login to View Training' link

NOTE: The "New or Existing User" step has been removed. New Users without a User ID should click the orange button below when it appears.

Welcome User!

This login is for individuals that need to access their GCN Training account. **GCN Admins** not viewing tutorials, please [login here](#).

Please Enter your Organization ID:

The Organization ID identifies the entity under which your account and records will be stored. If you were not given an Organization ID, check with the office or person(s) that directed you to GCN.

Submit

[I FORGOT MY ORGANIZATION ID](#)

Enter the Organization ID: **30415**

Click **SUBMIT**

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NOTE: The "New or Existing User" step has been removed. New Users without a User ID should click the orange button below when it appears.

Welcome User!

West Seneca Central School District

Please Enter User ID:

The User ID is unique to you, and to this Organization. If you have a User ID under a different Organization, your records will not automatically transfer.

Submit

I was not given a User ID, or I've forgotten it

[↩ Start Over](#)

Enter your Personal ID and Submit.

If you are a NEW User, or cannot remember your Personal ID, click on the ORANGE box: **"I was not given a USER ID, or I've forgotten it"**

Let's find your Account

Note: Please enter your name as commonly/officially used by your Organization. For example, if your paystub lists you as "Nicole" but you go by "Nic" please use "Nicole."

***First Name:** **Middle Initial:**

***Last Name:**

Email Address:

This screen will allow you to locate your Personal ID. Only enter your First and Last Name, then click SEARCH.

Do Not enter an email address.

A text box will appear showing that an email was sent to your email address in the system

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This is what the email will show:

Response Message from GCN Training



Your User ID is: **XXXXXXXXXX**

User Login FAQs

Why did I get this email?

An Organization is requesting that you complete one or more tutorials available on GCN Training.

I've tried entering the information provided but it no longer works or I'm getting an error...

Please [contact us](#) and we'll provide details about your account status.

What if I need to login under a different Organization ID than before?

You'll need to use the new Organization ID and either submit a new help request or login as a New User with the new Organization ID. If you need records transferred to your new account, [contact us](#).

If you are a **NEW USER**, enter your First Name and Last Name and Click 'SEARCH'.

The Following will appear:

No Account Found

[Click Here To Create A NEW Account](#)

Options Available:

- Try Again
- Contact Beth Johnson (bjohnson@wscschools.org)
- [Submit Help Ticket to GCN](#)

Click Here to Create a NEW Account. **DO NOT SET UP A NEW ACCOUNT IF YOU HAVE PREVIOUSLY USED THIS SYSTEM!**

You may contact Beth Johnson at ext. 3131 or at bjohnson@wscschools.org if you are having trouble accessing your account.

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Create Your Account:

*First Name: Middle Initial:

*Last Name:

Suffix:

*Email Address:

*Enter your desired User ID:

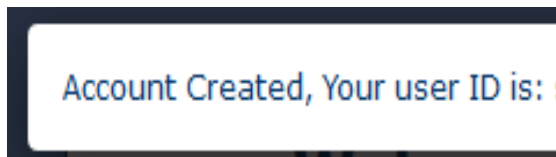
The User ID will be visible to your organization's administrators

The User ID must be at least 5 characters, no spaces, and only certain special characters are allowed (@ _ - ' .).

New Users: Create your account with
FIRST NAME, LAST NAME, DISTRICT or
Personal EMAIL ADDRESS & your
DESIRED USER ID

Click SUBMIT

You will see a text box like this: showing the new User ID you've created.



Login using your new ID:

Select your Job Title and Department (or building) from the Drop down menus:

NOTE: The "New or Existing User" step has been removed. New Users without a User ID should click the orange button below when it appears.

Please Confirm/Update the following fields:

*Job Title:

*Department:

[↩ Start Over](#)

A screen will appear showing the REQUIRED modules which are assigned according to your Position in the District (actual number of required modules varies depending on your position)

Do not print your Certificate, unless you wish to have it for your own records.

After a module is complete, the next time you log in, you will see the updated number of required tutorials in the first section. If you did not complete a module when you were last logged in, you will be brought to where you stopped.