

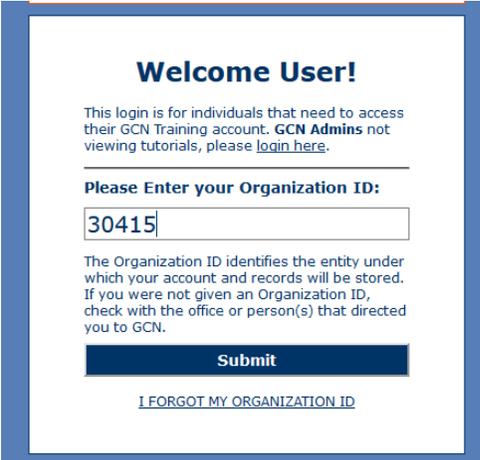
GLOBAL COMPLIANCE TRAINING

For: New Hires

Go to website: WWW.GCNTRAINING.COM

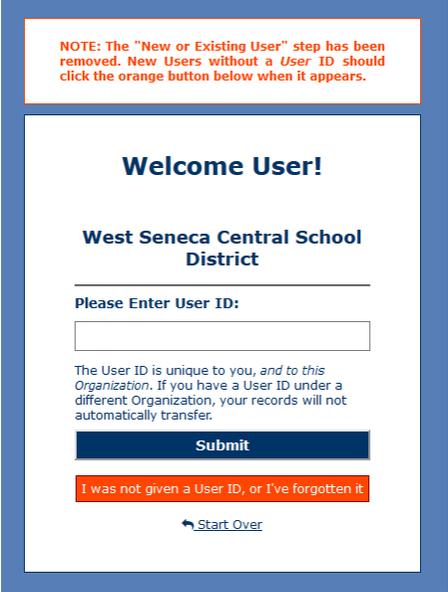


Click 'Login to View Training' link



Enter the Organization ID: **30415**

Click SUBMIT

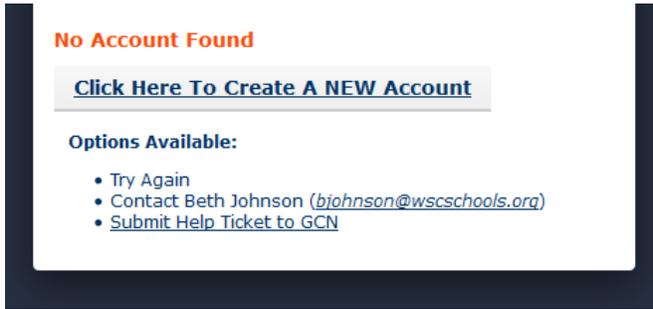


NEW USERS: click on the ORANGE box: "I was not given a USER ID, or I've forgotten it"

NEW USER: enter your First Name and Last Name and Click 'SEARCH'.

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The Following will appear:



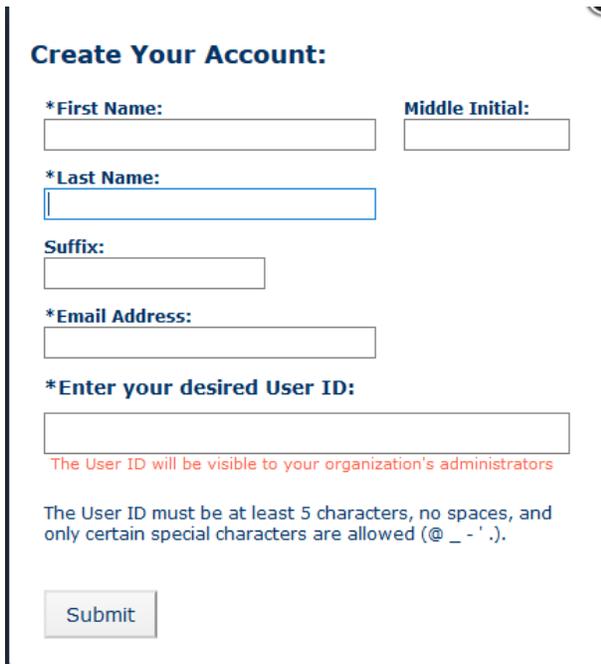
No Account Found

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

Options Available:

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

Select: Click Here to Create a NEW Account.



Create Your Account:

*First Name: Middle Initial:

*Last Name:

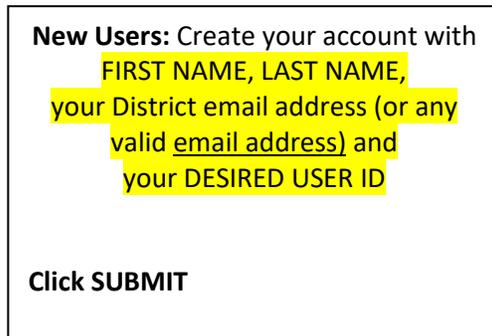
Suffix:

*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, your District email address (or any valid email address) and your DESIRED USER ID**

Click **SUBMIT**

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



Account Created, Your user ID is: s

XXXXXX

Login using your new ID

Select your Job Title and Department from the Drop down menus:

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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.

Please Confirm/Update the following fields:

***Job Title:**

***Department:**

Submit

[↩ Start Over](#)

Search JOB TITLES for the applicable Title and Department

Tutorial Progress

Please view the tutorials required for your job classification. If you have not received a list of the tutorials required for you to view, contact your HR / Personnel department. When you have finished, you may print your Certificate.

If a tutorial below states COMPLETE, you do NOT need to view that tutorial (again) at this time.

Required Tutorials	Optional Tutorials
Start	Active Shooter Est Time: 25 min

This screen will appear showing the REQUIRED modules which are assigned according to your Position in the District. Do not print your Certificate, unless you wish to have it for your own records.

If you did not complete a module when you were last logged in, you will be brought to where you stopped.

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