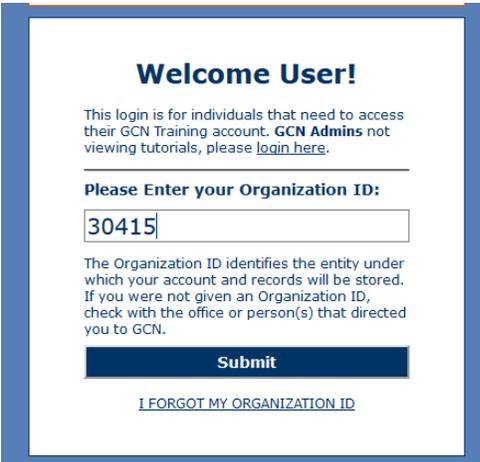


GLOBAL COMPLIANCE TRAINING  
For: Substitutes; Athletic Dept; Continuing Education Dept

Go to website: [WWW.GCNTRAINING.COM](http://WWW.GCNTRAINING.COM)

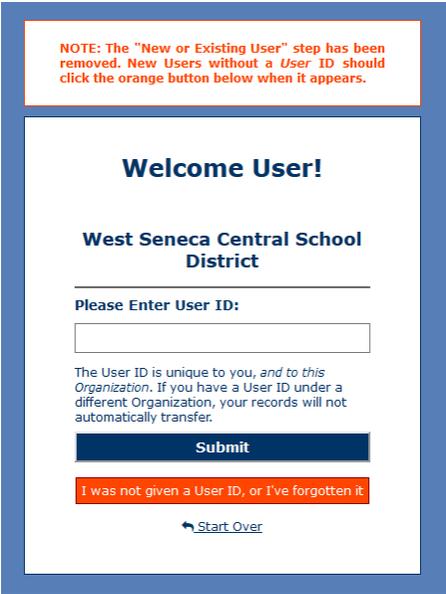


Click 'Login to View Training' link



Enter the Organization ID: **30415**

Click **SUBMIT**

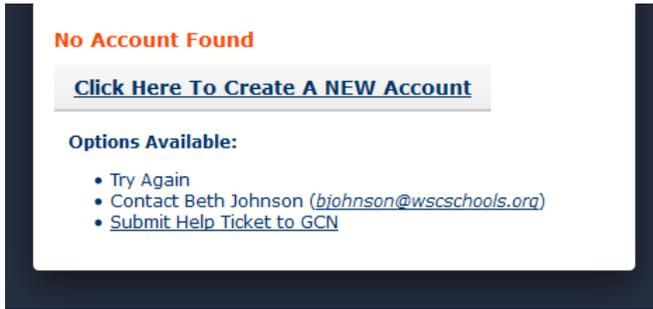


NEW USERS: click on the ORANGE box: **"I was not given a USER ID, or I've forgotten it"**

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

GLOBAL COMPLIANCE TRAINING  
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The Following will appear:



**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, any valid  
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 from the Drop down menus:

GLOBAL COMPLIANCE TRAINING  
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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:**  
Please choose one

**\*Department:**  
Please choose one

**Submit**

[Start Over](#)

**Search JOB TITLES for the applicable Title:**

- \*Preferred Building Sub Teacher
- \*Substitute Teacher
- \*Substitute (General)

\*Athletic Dept  
(job title & department)

\*Continuing Education Dept  
(job title & department)

**Subs:** Use 'None' or 'District Office' as Dept

### 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](mailto:bjohnson@wscschools.org) if you are having trouble.