

## **LOGIN INSTRUCTIONS**

1. Go to the GCN website: <http://www.gcctraining.com>.
2. Click on the 'LOGIN' tab at the top of the home page.
3. Click the 'Existing User – I have a Personal ID' option as your information has already been registered with GCN; click Next.
4. Enter the U-46 'Organization ID' **87642d**; click Submit.
5. Enter your U-46 Employee ID number for the 'Personal ID'; click Submit. You will be prompted to update your Position, Location and Email Address. If all are correctly displayed, click Submit.  
  
Your name and U-46 email address will appear in the upper right hand corner of the screen.
6. Review the 'Required Tutorials' tab located in the 'Tutorial Progress' area. Click on the Start button next to a tutorial to begin viewing. As each tutorial is completed, the status will change to Review and a Completed date will be displayed under the title of the tutorial.
7. Review the 'Optional Tutorials' tab located in the 'Tutorial Progress' area for additional tutorials provided by the Kane County Regional Office of Education. *Please note, these tutorials are not required nor will their completion status be tracked by U-46.*
8. Upon completion of viewing tutorials, click on the 'Logout' tab to exit the GCN website.

## **FAQ**

**1. What is the required due date to complete the mandated tutorials?**

All tutorials should be completed within 90 days of your beginning date of employment.

**2. Which tutorials are mandated for School District U-46?**

Mandated tutorials are dependent upon and vary by position.

**3. Who determines which tutorials are mandated?**

The Kane County Regional Office of Education reviews and regulates the mandated tutorials. All results are monitored and audited annually by the Kane County Regional inspectors.

**4. Is it possible to begin a tutorial and finish it at a later date?**

Yes, all completed slides for each tutorial are saved allowing the user to start and stop as needed.

**5. Does a Certificate of Completion need to be provided to Human Resources?**

No, results are automatically processed online by GCN and sent directly to School District U-46.

**6. What if I am a full time employee?**

Full time employees will be provided an allotment within their schedules to complete the tutorials.

**7. Must the tutorials be viewed from a school location?**

No, GCN is web based and can be accessed from anywhere the internet is available.

**8. Are any devices not recommended for use in viewing the tutorials?**

Cell phones, iPads and tablets are not compatible with the GCN tutorials.

**9. How often am I required to complete the GCN tutorials?**

Some tutorials will be required on an annual basis and/or determined by hire date and/or when you previously completed the tutorials.