



## INSTRUCTIONS: Caledonia Central Supervisory Union

### 1) Access the Login Screen

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Enter **www.gcntraining.com** into your browser's address bar

▶▶▶ LOGIN TO VIEW TRAINING

When the website loads, **Click**

### 2) New or Existing User?

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If you're new to GCN or were not provided a Personal ID, select  
If you've already set a Personal ID or were provided one, select

**NEW USER**  
**EXISTING USER**

### 3) Enter your Organization ID

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The Organization ID is a code unique to each organization. Check any paper work, email or website information provided by your organization if you do not know or does not appear above.

### 4) The Next Step For...

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#### **NEW USERS:**

**Follow the prompts to locate your account and create a unique Personal ID**

*Note: **The Personal ID is not a password.** If no account is found, check with your HR Department or Supervisor to see if there is an issue with your account/name. -- it may be a difference of "Smith-Jones" vs "Smith Jones" or "VanHoff" vs "Van Hoff".*

#### **EXISTING USERS:**

**Enter your Personal ID**

*If you've forgotten your Personal ID, click "I Don't Know..." below the PID field.*

### 5) The Tutorial Listing Page

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On the Tutorial Listing page you'll see a list of tutorials your organization has either required or has made available to you -- if the list does not specifically state "Required", it's possible that not all on the list are required (your organization should have provided a list for you in this case).

**Take notice of any articles in the News & Information area to the right of the page.**

### 6) Viewing Tutorials

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To view a tutorial, click **START** to the left of any title in the list. Your progress is saved after each slide completes, so you may complete a tutorial in several sessions.

*If you have trouble viewing a tutorial or slide, check the links below the tutorial viewer or the News & Information section (on the Tutorial Listing page) for help.*