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| **INSTRUCTIONS: Geneva School District** |
| 1. **Access the Login Screen**
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| Enter [www.gcntraining.com](http://www.gcntraining.com) into your browser’s address bar.When the website loads, **click** LOGIN TO VIEW TRAINING |  |
| 1. **New or Existing User?**
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| If you see this step, click **“Version 5 User Login”** |
| 1. **Enter your Organization ID**
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| The Organization ID is a code unique to each organization.Geneva CUSD 304’s Organization ID is **48195g**. |  |
| 1. **The User ID**
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| **If you do NOT have a User ID click**and follow the prompts to create one.*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”.* | If you have created a User ID already, enter your User ID and click Submit*If you’ve forgotten your User ID, click “I forgot my User ID” and follow the prompts.* |
| 1. **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 may provide a list for you in this case).***Take notice of any articles in the News & Information area to the right of this page.*** |
| 1. **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, use the orange buttons below the tutorial viewer.* |