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| **INSTRUCTIONS: Geneva School District** | |
| 1. **Access the Login Screen** | |
| 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?** | |
| If you see this step, click **“Version 5 User Login”** | |
| 1. **Enter your Organization ID** | |
| The Organization ID is a code unique to each organization.  Geneva CUSD 304’s Organization ID is **48195g**. |  |
| 1. **The User ID** | |
| **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** | |
| 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** | |
| 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.* | |