



## INSTRUCTIONS: Geneva School District

### 1) Access the Login Screen

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

When the website loads, **Click**

**▶▶▶ LOGIN TO VIEW TRAINING**

### 2) New or Existing User?

If you see this step, click

### 3) Enter your Organization ID

The Organization ID is a code unique to each organization.

### 4) 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 Don't Know..." below the User ID field.*

### 5) 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 the page.**

### 6) 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.*

Need More Assistance? Contact [help@gcntraining.com](mailto:help@gcntraining.com)