



# INSTRUCTIONS: Verona Public Schools

## 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're new to GCN or were not provided a *Personal ID*, select **NEW USER**

If you've already created a *Personal ID* or were provided a *Personal ID*, select **EXISTING USER**

## 3) Enter your Organization ID

109269p

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...

### 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

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

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.*