INSTRUCTIONS: Hadley 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 set a Personal ID or were provided one, select **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...

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 Deparment 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.

Need More Assistance? Contact help@gcntraining.com