LaGrange District 105

Technology Procedures

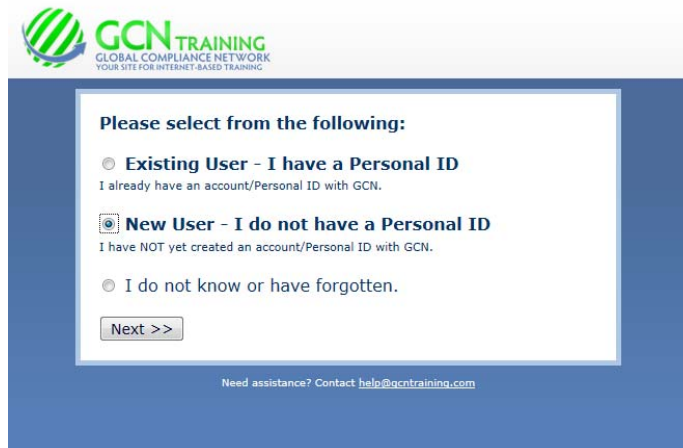|	
Process	GCN Training: Mandated Health Training
Date Created	9/14/2011
Created By	John G. Huck
Date Revised	
Revised By	

Purpose: This procedure describes how to logon and take the annual online mandated health training from GCN. These are ISBE mandated tutorials that **ALL** District 105 employees are required to take at the beginning of each school year.

On the District webpage, on the left under FACULTY/STAFF click on MANDATED HEALTH TUTORIALS. On this page you will find a link to a procedure on how to setup your training account (this document) and a second link to access the tutorials.
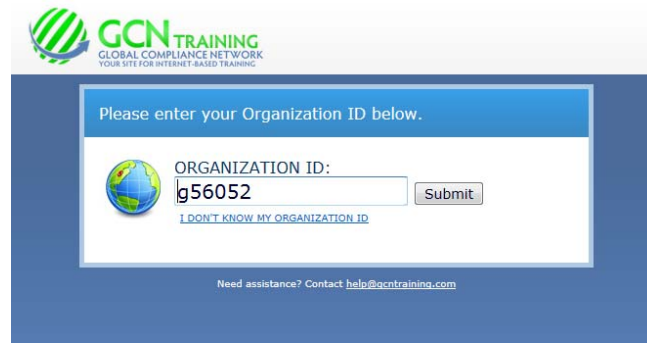
When you click on the link to the tutorials, you will be presented with a Pre-Login Checklist which verifies that your PC can properly run the tutorial. Clearing the browser cache is optional. Then press LOGIN TO VIEW TRAINING.

The first time you access the system you will need to create an account. Choose NEW USER and then press NEXT.

The District 105 ORGANIZATION ID will automatically populated so just press SUBMIT to continue.

You will be asked to identify yourself. Enter the requested information. The email address should be your work address and not a personal email address.

Assign yourself a PERSONAL ID. To do so use the left side of your email address (everything to the left of the @ symbol in your work email address). For example use mjones if your email address is mjones @d105.net

GCN will look you up in their database and ask you to confirm that the information is correct (sceen shot below). Press SUBMIT to proceed.

Once logged in you will be presented with the health mandated courses (lower left of screen below). Simply click on the VIEW button to take the course. During the course you can stop at anytime. The next time you login, you can resume the course where you left off.

ALL EMPLOYEES ARE REQUIRED TO TAKE ALL THE LISTED ONLINE COURSES.

If you have any questions, contact the nurses office.

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