

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	

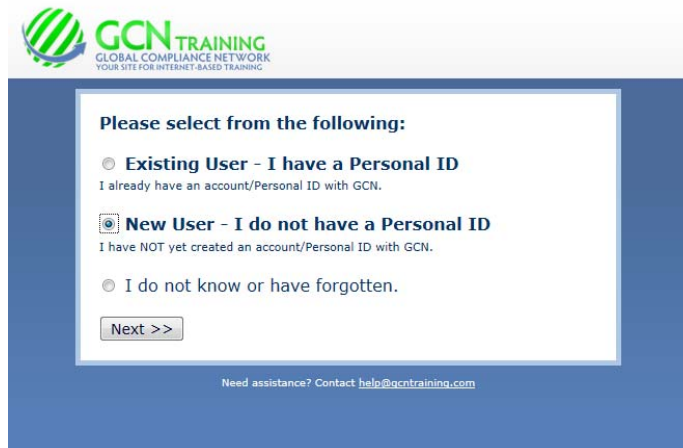
Purpose: This procedure describes how to logon and take the annual online mandated health training from GCN. These are ISBE mandated tutorials that **ALL** District 105 employees are required to take at the beginning of each school year.

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.

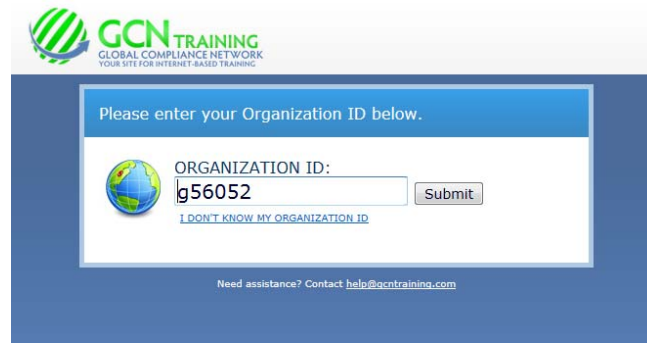
When you click on the link to the tutorials, you will be presented with a Pre-Login Checklist which verifies that your PC can properly run the tutorial. Clearing the browser cache is optional. Then press LOGIN TO VIEW TRAINING.



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.



The screenshot shows the GCN Training logo at the top left. The main heading is "Please enter your Organization ID below." Below this is a form with a globe icon, the text "ORGANIZATION ID:", a text input field containing "g56052", and a "Submit" button. A link below the input field reads "I DON'T KNOW MY ORGANIZATION ID". At the bottom, it says "Need assistance? Contact help@gcntraining.com".

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.



The screenshot shows the GCN Training logo and contact information for La Grange School District 105. The heading is "Let's check for your Account." Below it is a form with fields for "First Name (Legal)" (John), "M. Initial" (empty), "Last Name" (Huck), "Email Address" (jhuck@d105.net), and "Confirm Email Address" (jhuck@d105.net). A "Submit" button is at the bottom. A note states: "Your Email Address will be used for GCN related correspondence only, and will not be sold in any way." At the bottom, it says "Need assistance? Contact help@gcntraining.com".

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



The screenshot shows the GCN Training logo and contact information for La Grange School District 105. The heading is "To create an account, you'll need to choose a Personal ID. Remember this for future logins." Below it is a form with a globe icon, the text "ENTER YOUR PREFERRED PERSONAL ID:", a text input field containing "jhuck", and a "Submit" button. A note states: "NOTE: Your Personal ID must be a minimum of five characters long and contain no special characters or spaces." At the bottom, it says "Need assistance? Contact help@gcntraining.com".

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

The screenshot shows the GCN Training interface for user John Huck. At the top left is the GCN Training logo (Global Compliance Network). At the top right, it identifies the user as being from La Grange School District 105, with a direct assistance contact of Deborah Tyrrell. The main content area is titled 'Huck, John' and asks the user to 'Please Update the available fields below: (* required)'. The fields include: Status (dropdown menu set to ACTIVE), Department (dropdown menu set to DISTRICT), Job Title (text input field containing TECHNOLOGY SPECIALIST), and Email Address (text input field containing jhuck@d105.net). A 'Submit' button is located below the email field. A note states: 'Your Email Address will be used for GCN related correspondence only, and will not be sold in any way.' At the bottom, there is a link for assistance: 'Need assistance? Contact help@gcntraining.com'.

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.

The screenshot displays the GCN Training dashboard for John Huck. The top navigation bar includes the GCN Training logo and contact information for La Grange School District 105. The main dashboard is divided into several sections: 1. 'Tutorial Progress since 7/1/2011' which states 'You have completed 0/3 Required Tutorials' and provides a 'CLICK HERE TO REFRESH' link. 2. 'User Account' section showing the user's name 'Huck, John', PID 'jhuck', and email 'jhuck@d105.net', along with a 'LOGOUT' link and a 'PRINT YOUR CERTIFICATE*' button. 3. 'News & Information' section showing 'No News' and a 'REFRESH' button. 4. A 'REQUIRED' section (with an 'OPTIONAL' tab) listing three courses: 'Allergy Management/Food Allergies', 'Bloodborne Pathogens', and 'Diabetes Awareness'. Each course shows '0% Completed' and a 'VIEW' button with a right-pointing arrow. A note at the bottom of the required section states 'Note: Completed Records are at the bottom.'

If you have any questions, contact the nurses office.

END OF DOCUMENT