

**General Directions For Accessing the
Global Compliance Network
Crestwood School District**
(Questions? Please contact GCN at info@gcntraining.com)

1. Connect to the Internet. Please be sure to have your speakers turned on.

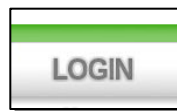
2. Type "www.gcntraining.com" into the address Bar within your browser and click "Enter".



3. If your computer doesn't have the latest Flash Plugin, please either click on the "Get macromedia Flash Player" button in the lower right corner or go directly to this link to download Flash 9.0: <http://www.gcn1.net/installer/flash9.msi>



4. Once you have the latest Flash Plugin, click on the "Login" Button.



5. Under "Step 1", type in: **28655**

- 6a. Under "Step 2", if you have created a Personal ID, insert it and click the "Submit" Button. Then proceed to Number 9 in these directions.

- 6b. If you have forgotten your ID, click on "I forgot my ID" link and complete the fields.

STEP 1:
PLEASE ENTER YOUR ORGANIZATION ID (USERNAME):

STEP 2: UID
IF YOU HAVE CREATED A 'UNIQUE ID' (PERSONAL ID) PLEASE ENTER IT BELOW.

SUBMIT **I FORGOT MY ID**

CREATE A PERSONAL ID NEW USERS PLEASE CREATE A PERSONAL ID (UNIQUE ID)

- 6c.. If you have not created a Personal ID, click on "Create A Personal ID".

7. Under "Step 3", at the bottom, enter your ID (please review the section under "Creating your Unique ID) and click the "Check account availability" button. If the account is available, continue to Step 4. If it is not available, try adding your birth year. Once the account is available, continue to Step 4.

8. Under "Step 4", insert your personal information. You may or may not see fields for "email address" and/or Employee ID Number" depending on if your organization requires this information. When the fields are complete, click on "Submit" button.

GCN REGISTER

STEP 3: THE UID
YOUR UNIQUE ID (UID) WILL EXPIDITE THE LOGIN PROCESS AND ALSO ALLOW YOU TO LEAVE THE TRAINING AT ANYTIME AND RETURN WHERE YOU LEFT OFF.
CREATING YOUR UNIQUE ID: WE SUGGEST A COMBINATION OF FIRST NAME, MIDDLE INITIAL AND LAST NAME (EXAMPLE: JOE S. SMITH = JSSMITH) IF THIS OPTION IS UNAVAILABLE, TRY ADDING YEAR OF BIRTH (EXAMPLE: JSSMITH1970)
RULES FOR UID: NO SPECIAL CHARACTERS (#, @, \$, ECT.) THE UID IS **NOT** CASE SENSITIVE MUST BE A MINIMUM OF 6 CHARACTERS

PLEASE ENTER YOUR PREFERRED UID

CHECK ACCOUNT AVAILABILITY

STEP 4: PERSONAL INFORMATION

FIRST NAME * MIDDLE

LAST NAME *

JOB TITLE *

DEPARTMENT / BUILDING*

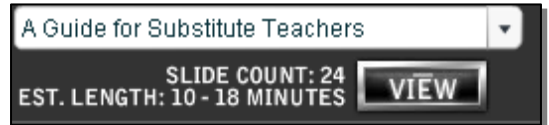
EMAIL ADDRESS **

EMPLOYEE ID *

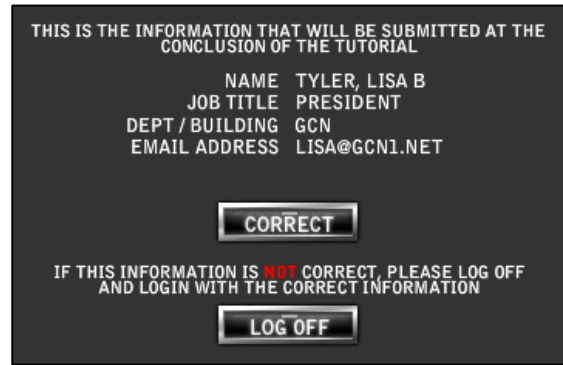
* REQUIRED
** YOUR EMAIL ADDRESS WILL NOT BE SOLD IN ANY WAY AND USED ONLY FOR NOTIFICATION PURPOSES

SUBMIT

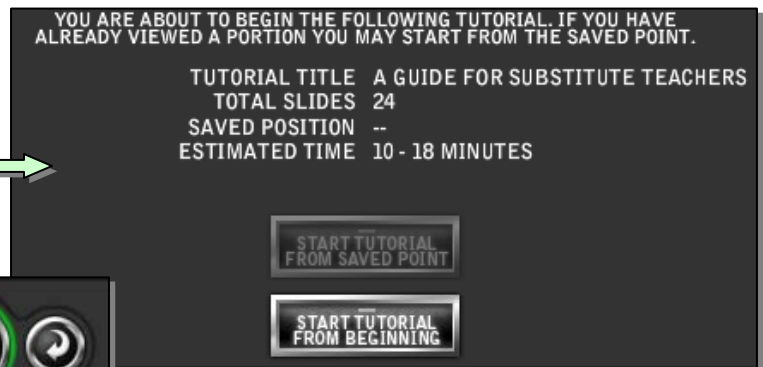
9. In the “Welcome” Section, click on the arrow to select a tutorial from a drop-down menu. Then click the “View” Button.



10. Verify that your information is correct and click on the “Correct” button. If it is not correct, click on the “Log Off” button and you will have a chance to correct the information.



11. Click on the “Start Tutorial From Beginning” button. If you have previously viewed part of a tutorial, click on the “Start Tutorial from Saved Point” button.



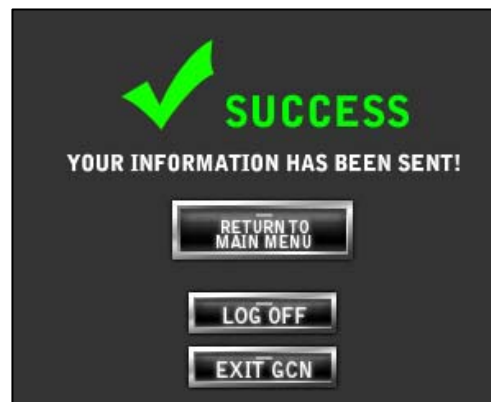
12. Click the “Forward” button at the end of each slide



13. After the last slide has played, click on the Check Mark to submit your information.



- 14.. You will then see a verification message. This is your notification that you have completed this tutorial. Click on the “Exit GCN” button to exit GCN, click on the “Log Off” button to return to the login page or click on the “Return to Main Menu” button to select another tutorial.



15. You are all set!

Global Compliance Network Frequently Asked Questions

(Questions? Please contact GCN at info@gcntraining.com)

I'm stuck on a slide and I cannot advance? What do I need to do?

This is typically a cache (temporary internet memory) issue. When the cache file reaches its maximum, the GCN tutorials stop. Quite often this is in the middle of a slide. To rectify this, please complete the following steps:

1. Delete your cache (directions are located at www.gcn1.net/detect.htm)
2. Sign back on to www.gcn1.net and login.

NOTE: if you've signed in using Slide Position Saving, you can return to the slide you left off on.

When I click on the "Login" button, nothing happens?

If clicking on the "Login" button does not open the login screen, there may be a "pop-up" blocker installed on your computer. To bypass this, hold down the "Ctrl" key while clicking the login button. Or you may use this link to go straight to the login screen: <http://www.gcn1.net/template.html>

Slides keep over-lapping, icons are missing, the text looks different, or parts of a slide are missing. What is happening?

This typically occurs when the Flash plugin has been downloaded to a computer with a relatively old version of Flash. The new version doesn't completely overwrite the older version and the two become "intermingled". To correct this, please go to www.gcn1.net/help.htm and follow the directions. You will be instructed to uninstall the current version of Flash. Then you will install the latest Flash version.

When I submitted my information at the end of the tutorial, it stated that I need to submit my information directly to GCN? What should I do and why?

Sometimes the computer does not successfully connect to the GCN Database and an error is returned. By sending the line of text shown within the box to GCN, we can manually add your information to the database. This will assure you receive credit for completing the tutorial.

What browsers are compatible with GCN?

Currently, GCN is compatible (or has been tested) with:

- **Microsoft Internet Explorer**
- **Netscape Navigator** (version 4.2 and higher)
- **Opera** (7.0 and higher)
- **Mozillia** (1.0 and higher)
- **Safari** (version 2.0 only)