

NEW General Directions For Accessing the Global Compliance Network Chesaning Union Schools

NEW DIRECTIONS!

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

2. Type "www.gcn1.net/" 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. In "Step 1", insert: **chesaning**

6. a. **Step 2**, enter your first initial and full last name together (i.e. jdoe).
b. Click **CREATE A NEW ACCOUNT**.

GCN LOGIN CLOSE [X]

STEP 1:
PLEASE ENTER YOUR ORGANIZATION'S USERNAME / CODE:

STEP 2: UID
IF YOU HAVE CREATED A 'UNIQUE ID' PLEASE ENTER IT BELOW. (THIS IS NOT THE PASSWORD)

SUBMIT I FORGOT MY UID

CREATE NEW ACCOUNT NEW USERS PLEASE CREATE AN ACCOUNT

7. Enter your last name and click the "Search" button. Within the "Select Your Information" area, click on your name to highlight it (it will turn green) and then click the "Import This Information" button. If you are not seeing your name, please contact your organization's Compliance Officer for GCN so that your name can be added to the database..

ENTER YOUR LAST NAME

SEARCH **BACK**

SELECT YOUR INFORMATION

NOTE: IF YOU DO NOT SEE YOUR INFORMATION AND BELIEVE THAT THIS IS AN ERROR, PLEASE CONTACT CAROL GNIEWEK

IMPORT THIS INFORMATION

CREATE NEW ACCOUNT

martin

8. Under "Step 3", at the bottom, enter your preferred UID (same name as created in step 2. Creating your Unique UID). 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 your UID is available, continue to Step 4.

9. Verify that your name and information in Step 4 is correct. If any of the fields are not completed, please insert that information and then click the "Submit" button at the bottom.



GCN^{1.0} 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

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

(All staff must view Bloodborne Pathogens. Custodial & Maintenance must also view Hazard Communications)

A Guide for Substitute Teachers

SLIDE COUNT: 24
EST. LENGTH: 10 - 18 MINUTES

VIEW

11. 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.

THIS IS THE INFORMATION THAT WILL BE SUBMITTED AT THE CONCLUSION OF THE TUTORIAL

NAME	TYLER, LISA B
JOB TITLE	PRESIDENT
DEPT / BUILDING	GCN
EMAIL ADDRESS	LISA@GCN1.NET

CORRECT

IF THIS INFORMATION IS CORRECT, PLEASE LOG OFF AND LOGIN WITH THE CORRECT INFORMATION

LOG OFF

12. 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.

13. Click the "Forward" button at the end of each slide



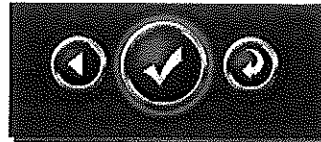
YOU ARE ABOUT TO BEGIN THE FOLLOWING TUTORIAL. IF YOU HAVE ALREADY VIEWED A PORTION YOU MAY START FROM THE SAVED POINT.

TUTORIAL TITLE	A GUIDE FOR SUBSTITUTE TEACHERS
TOTAL SLIDES	24
SAVED POSITION	--
ESTIMATED TIME	10 - 18 MINUTES

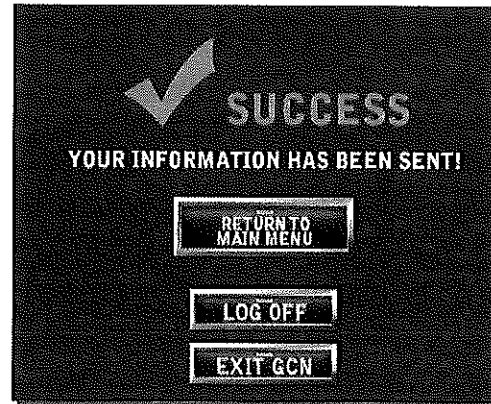
START TUTORIAL FROM SAVED POINT

START TUTORIAL FROM BEGINNING

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



15. 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.



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17. After you establish your UID, the next time you log back in to GCN, you will just need to insert your organization's username and then enter your UID.

Global Compliance Network Frequently Asked Questions

(Questions? Please contact GCN at info@gcn1.net)

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)
- **Mozilla** (1.0 and higher)
- **Safari** (version 2.0 only)