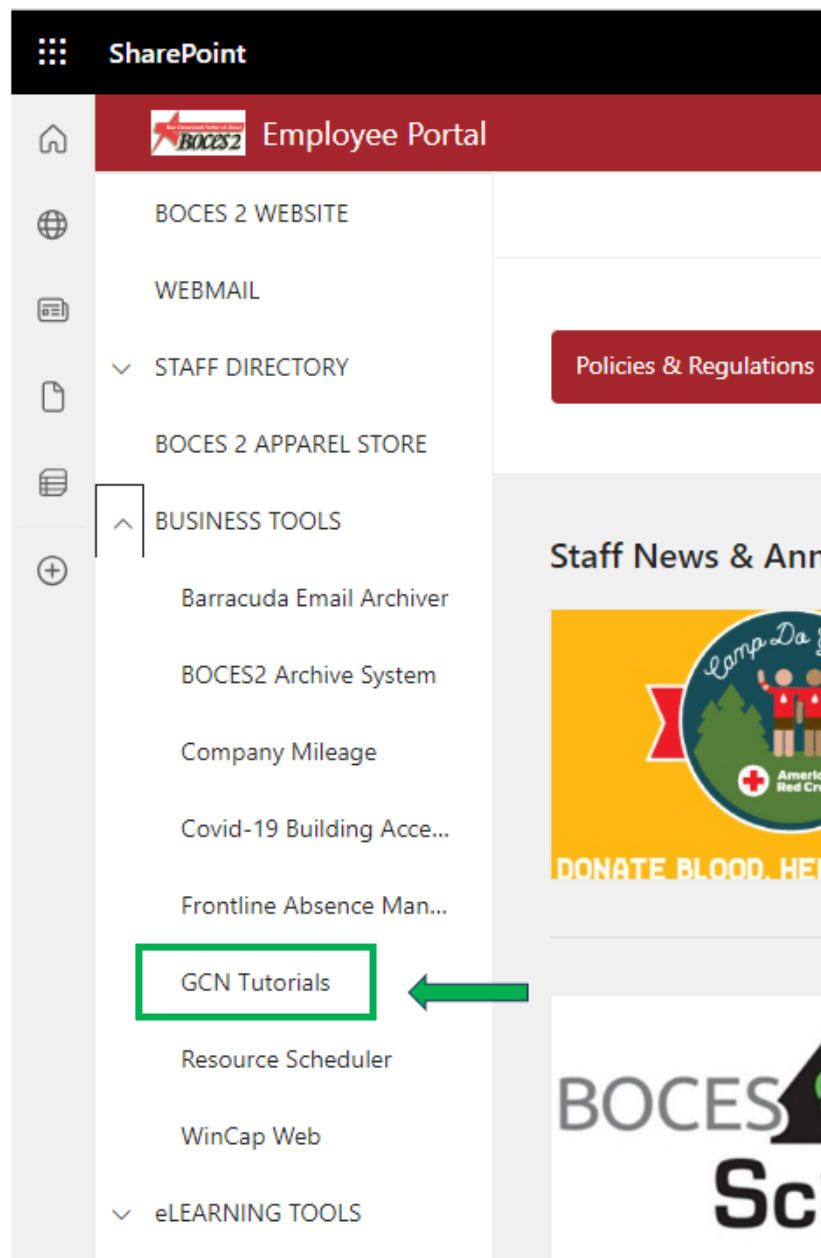




**Website: [www.gcntraining.com](http://www.gcntraining.com)**  
**GCN Training Login Directions**

From employee portal: Click on **GCN Tutorials** under Business Tools:



At the GCN Homepage, click **LOGIN TO VIEW TRAINING**:



All users log in the same – the existing or new user step has been eliminated.

**NOTE: The "New or Existing User" step has been removed. New Users without a User ID should click the orange button below when it appears.**

**NOTE: The "New or Existing User" step has been removed. New Users without a User ID should click the orange button below when it appears.**

## Welcome User!

This login is for individuals that need to access their GCN Training account. **GCN Admins** not viewing tutorials, please [login here](#).

**Please Enter your Organization ID:**

The Organization ID identifies the entity under which your account and records will be stored. If you were not given an Organization ID, check with the office or person(s) that directed you to GCN.

**Submit**

[I FORGOT MY ORGANIZATION ID](#)

Enter our **Organizational ID** which is **monroe2**.

After you click on **Submit**, you will be asked to enter your **User ID**.

If you **have not been given your User ID or you have forgotten your User ID**, click on the **orange button** that states "I was not given a User ID or I have forgotten my User ID." This will take you to a pop-up box to search for your account.

**If you cannot find your account, contact Mary Kay Fulkerson in Human Resources [mfulkers@monroe2boces.org](mailto:mfulkers@monroe2boces.org) or 352-2498.**

**NOTE: The "New or Existing User" step has been removed. New Users without a *User ID* should click the orange button below when it appears.**

## Welcome User!

### Monroe 2 Orleans BOCES

**Please Enter User ID:**

The User ID is unique to you, *and to this Organization*. If you have a User ID under a different Organization, your records will not automatically transfer.

**Submit**

**I was not given a User ID, or I've forgotten it**

[↩ Start Over](#)

Verify your information (if something is not correct contact Mary Kay Fulkerson in Human Resources [mfulkers@monroe2boces.org](mailto:mfulkers@monroe2boces.org) or 352-2498).

**NOTE: The "New or Existing User" step has been removed. New Users without a *User ID* should click the orange button below when it appears.**

**Please Confirm/Update the following fields:**

**Job Title:** Distance Learning Specialist

**Department:** CaTS

**Submit**

[↩ Start Over](#)

Success! You are logged in!



Monroe 2 Orleans BOCES  
Logged in as **Mary Fulkerson**  
For Direct Assistance Contact: [Mary Fulkerson](#)

[LOGOUT](#)

## Tutorial Progress

Please view the tutorials required for your job classification. If you have not received a list of the tutorials required for you to view, contact your HR / Personnel department. When you have finished, you may print your Certificate\*.

**You have completed 0 / 6 Required Tutorials**

If a tutorial below states COMPLETE, you do NOT need to view that tutorial (again) at this time.

Required Tutorials

Optional Tutorials

**Start**

Bloodborne Pathogens

Est Time: 20 min

**Start**

Computer Use Policies

Est Time: 13 min

**Start**

Dignity for All Students Act/Code of Conduct NY (Overview)

Est Time: 9 min | Not approved by NYSED

**Start**

Discrimination

Est Time: 18 min

**Start**

Hazard Communication (Abridged)

Est Time: 20 min

**Start**

Sexual Harassment NY -- State Mandated

Est Time: 25 min



**PRINT YOUR  
CERTIFICATE\***

[Check for past Certificates](#)

\*SAVE SOME PAPER

Wait until you complete the last of your tutorials before printing your Certificate. They're all printed on a single page.

The [Adobe Reader](#) may be needed to view the Certificate.

supervisor requires:

1. Bloodborne Pathogens
2. Computer Use Policies
3. Dignity for All Students Act/Code of Conduct - NY
4. Discrimination
5. Hazard Communication (Abridged)
6. Sexual Harassment NY- State Mandated

Tutorials need to be completed by October 31, 2024. New hires after this date have 30 days to complete their tutorials.

**For 2024-2025, Full and Part-Time employees must complete the following tutorials:**

1. Bloodborne Pathogens
2. Computer Use Policies
3. Dignity for All Students Act/ Code of Conduct – NY
4. Discrimination
5. Hazard Communication (**Abridged**)
6. Sexual Harassment NY – State Mandated

**For 2024-2025, ALL Substitute Teachers, Substitute SBA's, Adult Ed Instructors, Tutors and School Investigator positions are required to complete the following tutorials:**

1. Computer Use Policies
2. Sexual Harassment NY – State Mandated

The Required Tutorials are listed in the front tab. If your supervisor has asked you to complete additional tutorials, click on the Optional Tutorials Tab to find the rest of the tutorials you have access to in that section.

Tutorials need to be completed by October 31, 2024. New hires after this date have 30 days to complete their tutorials.

Problems with your account, please contact Mary Kay Fulkerson in Human Resources at 352-2498 or [mfulkers@monroe2boces.org](mailto:mfulkers@monroe2boces.org).

Thank you!