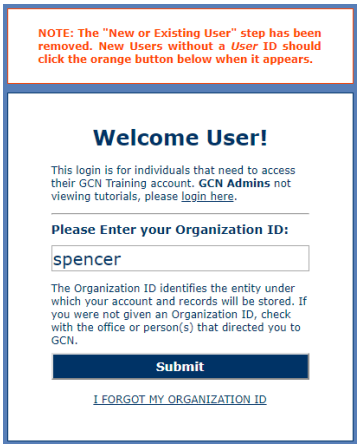
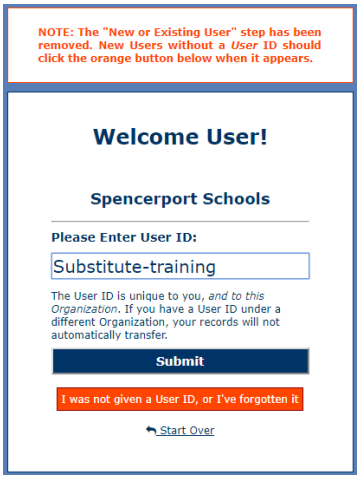
GCN Training for Substitute Support Staff

Go to website: https://www.gcntraining.com/user/login.cfm

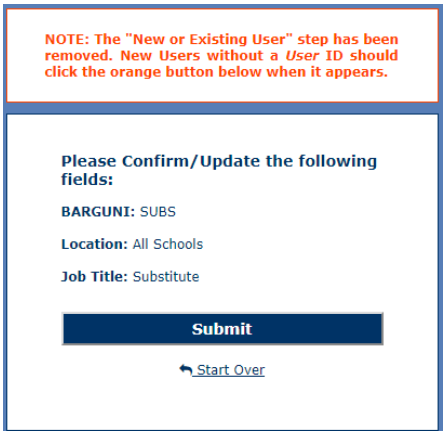
Type in the Organization ID, **spencer** and click the submit button.



Type in the personal ID, **Substitute-training** and click the submit button.



Verify that you are in the Substitute Support Training account (*do not change the auto-filled fields*) and **click Submit**.



You will see your required tutorials listed. **Click on the button** next to the tutorial to complete it. (*Please note that this is a generic logon for all Substitutes so it may show that the videos have been completed. The button may show 'Start', 'Continue' or 'Complete' and then you may have to select 'slide one' to start the video at the beginning.*)

Once completed, you can click print certificate for your own records, however we do not require the certificates. You will sign and date the provided acknowledgment form.