

## Instructions for Required Employee Trainings

You can access the Required Employee Trainings via GCN [here](#). If you begin the modules and need to stop before completing them, the system will save your progress, and you will be able to login later and continue working on them.

Instructions:

1. Go to <http://site.gcntraining.com> or click [here](#).



2. Select the green rectangle titled “LOGIN TO VIEW TRAINING”.



3. Ensure “Existing User – I have a Personal ID” is selected. Click Next.



**Please select from the following:**


☒ **Existing User - I have a Personal ID**  
I already have an account/Personal ID with GCN.

☐ **New User - I do not have a Personal ID**  
I have NOT yet created an account/Personal ID with GCN.


☐ I do not know or have forgotten.

[GCN Admin Login](#) | Need assistance? Contact [help@gcntraining.com](mailto:help@gcntraining.com)

4. Your Organization ID is “piedmonttech”.



**Please enter your Organization ID below.**

 ORGANIZATION ID:

[I DON'T KNOW MY ORGANIZATION ID](#)

[GCN Admin Login](#) | Need assistance? Contact [help@gcntraining.com](mailto:help@gcntraining.com)

5. Your Personal ID: is your PTC “P Number”. Click “submit”.



 Piedmont Technical College -- Stude  
For direct assistance contact:  
[Cindy Klaucek/Kris Burris](#)

**Please enter your Personal ID below.**

 PERSONAL ID:

[I DON'T KNOW MY PERSONAL ID](#)

[GCN Admin Login](#) | Need assistance? Contact [help@gcntraining.com](mailto:help@gcntraining.com)

6. Next screen will be New System Video Test to ensure your system is compatible. Click "Yes" if video plays.



### New System Video Test

Video Test Successful

Do you see "**Video Test Successful**" above?

[YES](#) [NO](#)

[\[If you have a slow connection or an older computer click here\]](#)

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*What is this for?*  
Not all devices/computers can render the videos, and we are still providing a non-video version for those that cannot. If you don't see the message above, click NO.

**Helpful Tip:** If you have any trouble viewing a slide, check the help links below the Tutorial Viewer or read the News section to the right of the Tutorial Listing (on the following page).

7. Click "Start" to select the desired training.

**Piedmont Technical College -- Students**  
For Direct Assistance Contact: [Cindy Klauck/Kris Burris](#)

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 / 2**  
**Required Tutorials**

CLICK HERE TO REFRESH

**REQUIRED TUTORIALS**  
Note: Completed records are listed at the bottom.

<a href="#">START</a>	Bystander Intervention
<a href="#">START</a>	Title IX -- Higher Ed



**Doe, Jane**  
p\*\*\*\*\*@live.ptc.edu

**PRINT YOUR CERTIFICATE\***



\*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](#) is needed to view the Certificate.

### News & Information

**New Tutorial Viewer Help**  
8/15/2014

Some tutorials will play in a new environment. If the first slide of the new tutorial viewer does not start for you, click the **ALTERNATE VERSION** link below the slide listing.

If that fails to load the video, return to this page and click this link: [Flash Version](#), to switch back to the old tutorial environment.  
**Note: your slide progress is not the same in both environments.**

Need help? Contact [help@gcntraining.com](mailto:help@gcntraining.com) | [Download the Adobe Reader](#) (Required for the Certificate of Completion)