

REQUIRED GCN TRAINING INSTRUCTIONS
Naperville Community Unit School District 203 (NCUSD203)

ALL EMPLOYEES

1. Upon hire, your information will be uploaded into the GCN training database (<https://site.gcntraining.com/user-admin/login.html>). You will receive an email with the required information as listed below to access your GCN account.

Welcome User!

This login is for individuals that need to access their GCN Training account. GCN Admins that do not need to view tutorials, [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](#)

NOTE: The "New or Existing User" step has been removed. New Users without a User ID should click the orange button after submitting the Organization ID.

2. Enter Organization ID: NCUSD203
3. Click Submit You will see the Naperville Community Unit School District 203

Welcome User!



**Naperville Community Unit
School District 203**

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 forgot my User ID**

[↩ Start Over](#)

4. Enter your user ID – typically, it’s your first initial, middle initial and last name. The GCN email you will receive will contain all this information.
5. If you do not know your user ID, click on the orange tab and complete “let’s find your account”:

Welcome User!



Naperville Community Unit School District 203

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 forgot my User ID

[↩ Start Over](#)

6. To view a tutorial, click START to the left of any title in the list. Your progress is saved after each slide completes, so you may complete a tutorial in several sessions.
7. *If you have trouble viewing a tutorial or slide, use the orange buttons below the tutorial viewer.*
8. Please do not send the completion certificates to Human Resources

NEW EMPLOYEE – If you are not a substitute, extra duty, or temporary employee, you will receive the GCN email in your D203 email address. It takes approximately 2 weeks to upload new employees into the GCN training database. Please give ample time for your information to be entered prior to attempting to login & wait for an email from GCN.

If you need records transferred to your new account from another District, please send your completion certificate to ggamboacampos@naperville203.org

Please don’t hesitate to email me if you have any questions/difficulties with your GCN account.

Thank you!

Gloria Gamboa-Campos

ggamboacampos@naperville203.org

HR Coordinator