



Contact:
[Lashantel Pinckney](#) or
[Cindy Hoops](#) if you need
further assistance.

Required Training for All Employees 2023-2024

Follow the steps below to access your GCN Account and complete your required training.

Previous Users

- Click here <https://site.gcctraining.com/user-admin/login/144342r/> or access GCN Training App from your RCSS Launchpad
- Enter Organization ID: 144342r
- Enter User ID: Full board email address.
- Click Submit.
- Enter 5-digit numerical PIN you created last year or click "I FORGOT MY PIN."
- Click Submit.
- Required Tutorials will appear.

New Users

- Click here <https://site.gcctraining.com/user-admin/login/144342r/>
- Enter Organization ID: 144342r
- Click on the orange I was not given a User ID or I forgot my ID.
- Enter First Name, Last Name, and RCSS email address. Click Search.
- Create your User ID by entering your RCSS email address. Click Submit.
- Enter 5-digit numerical PIN. Click Submit.
- Confirm your account information. Click Submit
- Required Tutorials will appear.

Completion Requirements

Once all required tutorials are complete, click the green Print Your Certificate button in GCN, select all courses, and save the document as a PDF. This should be submitted to your supervisor by the deadline given to you AND upload a completed Certificate to the Canvas Course to mark completion for professional learning credit.

 **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](#) may be needed to view the Certificate.

To receive PL Hours, enroll in the 2023-24 Required GCN Course in the RCSS Canvas Catalog by using the [Self-Enrollment Link](#)

*Department of Professional Learning
Director Glenda Collingsworth*

