GCN Training Tutorial
Global Compliance Network

1) Access the Login Screen

Enter [www.gcntraining.com](http://www.gcntraining.com) into your browser's address bar

When the website loads, [Click](#)

2) Existing User

Select **EXISTING USER**

3) Enter your Organization ID

**110322c**

4) Enter your Personal ID

**Personal ID is your CLC EMPLOYEE ID #**

*If you've forgotten or you don't know your CLC Employee ID#, please contact your supervisor or the Human Resources Department at ext. 2065.*

5) The Tutorial Listing Page

On the Tutorial Listing page you'll see a list of tutorials your organization has either required or has made available to you if the list does not specifically state "Required", it's possible that not all on the list are required (your organization should have provided a list for you in this case).

**Take notice of any articles in the News & Information area to the right of the page.**

6) Viewing Tutorials

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.

*If you have trouble viewing a tutorial or slide, check the links below the tutorial viewer or the News & Information section (on the Tutorial Listing page) for help.*

Need More Assistance? Contact [help@gcntraining.com](mailto:help@gcntraining.com)
Phone: 855-888-4GCN (4426) x1