



Community Unit School District 303

Department of Human Resources

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Safety Training Using Global Compliance Network

Safety Training 2016-2017

District 303 Staff,

Every year each staff member is required to complete safety and ethics training on various topics. To complete this training, the district uses an online training program called Global Compliance Network. This program is designed for online training to be completed at your convenience.

Each district employee will need to complete four safety courses this fiscal year. The four courses are: **Bloodborne Pathogens, Diabetic Awareness, Sexual Harassment, and Allergy Management/Food Allergies**. All newly hired employees are required to complete **Ethics & Boundaries for School Employees, Bullying, and DCFS Mandated Reporter** in addition to the 4 listed above. Using GCN, each course takes approximately 20 minutes to complete. All courses must be completed by Friday, **October 28, 2016**.

You may start the training modules immediately upon receipt of this letter.

In order to show “Complete”, you must view each tutorial in its entirety and complete the quiz.

Besides the tutorial and quiz for each of the four mandatory courses, you are welcomed and encouraged to use the links on the site to take any of the many suggested/optional safety courses provided by GCN.

How to log on to the online training program:

1. Using your web browser, go to the web page <http://www.gcctraining.com>
2. Login in as an existing user, enter your Organization ID: **100116d** Press Submit
3. Enter your Personal ID which is your District E-Mail Account: **Jane.Doe@d303.org**
Press Submit
4. Do not change your Email Address, just press submit.
5. The Welcome Page will appear and the required list of tutorials are to the left.
6. To choose a tutorial press view. Click on Continue Tutorial. An Instructions slide will explain the many buttons on this page. If a slide does not have audio you will see an icon indicating that on the screen. Just read the screen and then press the Slide button to continue with the training module.
7. After you complete a tutorial, return to the Main Menu. Please **DO NOT** print out your Certificate of Completion. Your record has been saved. Continue with the remaining tutorials until they are completed. You can either do all of them at one time or at your leisure.

If you have any questions or problems with the site, please contact your supervisor or:

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“Empowering and Inspiring ALL”