

GLOBAL COMPLIANCE NETWORK (GCN)

GENERAL DIRECTIONS

FOR ACCESSING TRAINING

1. CONNECT to the internet.
2. Please be sure to have your speakers turned on.
3. TYPE www.gcntraining.com into your browsers address bar
 - You can also access the site via the LTHS webpage
 - At Faculty Forms click "GCN-Tutorials"
4. CLICK "Login to View Training"
5. STEP 1 Enter the LTHS organization ID **31790**
6. CLICK "Create a personal ID".
7. At the prompt, enter your LAST NAME and click SEARCH
8. Highlight your name and CLICK "IMPORT THIS INFORMATION".
9. Your name and personnel information should then appear. You will then be prompted to create a Personal ID to use to login in the future. Then click on "SUBMIT"

You will then be able to select a tutorial from the drop-down menu. When you have located the appropriate video, then press "VIEW". Once the tutorial begins you will then be provided with instructions on how to proceed.

If you have any questions regarding accessing a tutorial, contact the Personnel Office at ext. 8104.