

# FSU online Employee Training by GCN

GCN has over **100 tutorials available** in OSHA, HR and Professional Development topics. The GCN tutorials meet the minimum standards for compliance as mandated by state and federal laws and are continually updated.

1. Go to **www.gcntraining.com**
2. Click on the green "Login to View Training" button
3. Enter Organization ID: **ferrisstateuniversity**
4. Click "submit"
5. Enter Personal ID: **BANNER ID NUMBER**
6. Click "submit"
7. Create or enter 5-digit pin number
8. Click "submit"
9. Access tutorials from the list of required or optional tutorials on the left of the screen
10. Click green "Start" button next to the tutorial of your choice
11. Click "Start Tutorial"
12. Follow the audio / visual prompts to complete your tutorial

Tutorial availability is broken in to two categories. Some tutorials are required while others are optional. These requirements are based on the employee job or student classification.

The certificate of completion includes all tutorials completed and can be printed by the employee at any time. However, to save paper, try to limit printing until multiple tutorials are completed.

The screenshot shows the GCN Training website interface. At the top left is the GCN Training logo with the tagline "GLOBAL COMPLIANCE NETWORK YOUR SITE FOR INTERNET-BASED TRAINING". To the right of the logo, it says "Over 1 Million Tutorials Completed every year!". Below the logo are navigation buttons for "HOME", "INFO", "FAQ", and "CONTACT".

There are three main content areas:

- Left Panel:** A woman lying on the grass with a laptop. Text: "NEED TO COMPLETE REQUIRED TRAINING?". A callout box says: "Did you know: You can complete GCN tutorials from any location internet connection is available?". Below this, it says: "If your organization has directed you here to complete GCN Training tutorials, press LOGIN below. You will be first guided to a checklist of requirements before you view the training." A large green button says "LOGIN TO VIEW TRAINING". A red arrow labeled "START" points to this button.
- Middle Panel:** A woman sitting at a desk with a computer. Text: "WHAT IS GCN TRAINING?". Below this, it says: "Are you interested in what GCN Training can do for your organization? Press the LEARN MORE ABOUT GCN below to find out about everything GCN has to offer!". A blue button says "LEARN MORE ABOUT GCN".
- Right Panel:** Text: "Do you need to login to the administrative area for your organization?". A grey button says "LOGIN AS AN ADMIN".

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## Sample Tutorials:

403(b)	Forklift Safety
ADAAA	Fraud Prevention
ADHD	Freedom of Information Act -- MI
AED	Gang Awareness
Affirmative Action	General Harassment
AIDS/HIV Awareness	Hand Washing
Alcohol and Drug Awareness for Employees	Handtool Safety
Alcohol and Drug Awareness for Supervisors	Hazard Communications
Allergy Management/Food Allergies	Hearing Protection
Anaphylaxis and Anaphylactic Shock	Heat-Related Illness
Asbestos Awareness	HIPAA
Asthma	Homeless Students
Autism	Identity Theft
Back Safety	Internet Safety
Behavioral Interventions for Students with Disabilities	Interviewing Skills
Bloodborne Pathogens	Ladder Safety
Bullying	Lead Paint Awareness
Child Abuse -- MI	Lock Out - Tag Out
Chronic Health Conditions	Mold Indoor Air Quality
Civil Rights	Needs of Expecting and Parenting Youth
Cleaning Chemicals	Office Ergonomics
Coaches Tutorial	Peer Counseling, Anti-Violence, and Conflict Resolution Programs
Computer Use Policies	Personal Protection Equipment
Concussions in Schools: Prevention, Control and Treatment	Playground Safety
Confidentiality	Playground Supervision
Confined Space	Proactive Safety
Copyright pt1 Provisions	Psycho-Tropic and Psycho-Stimulant Medications
Copyright pt2 Licensing	School Safety/Crisis Management
Copyright pt3 Infringement	Seclusion and Restraints
Copyright pt4 Fair Use	Section 1230d -- MI
Copyright pt5 Exemptions	Section 504 Part I
Copyright pt6 Guidelines	Section 504 Part II
Cyber Bullying	Seizure Disorders
Cyber Bullying Webinar	Sexual Harassment
Defensive Driving	Slip & Fall Prevention
Diabetes Awareness	Social Media Procedures
Diabetes Awareness Level II	St and Fed Laws High Ed
Discrimination	Steroid Use Awareness
Diversity for Employees	Student-to-Student Hazing and Harassment
Diversity for Supervisors	Suicide Prevention
Domestic and Sexual Violence	Swine Flu (H1N1) Higher Ed Action Plan
Effective Communication	Telephone Etiquette
Effective Leadership	Videoconferencing pt1
FERPA -- Higher Ed	Videoconferencing pt2
Fire Extinguisher	Videoconferencing pt3
First Aid in Schools	Videoconferencing pt4
FLSA	Videoconferencing pt5
FMLA	Videoconferencing pt6
Food Safety	Workplace Violence