

Lake Forest School District 67
Human Resources

Global Compliance Network Internet-Based Trainings

The school district is required to provide several trainings to employees, and certain other trainings are recommended. The *Global Compliance Network* allows some of these to be completed at your convenience. In order to complete these trainings, please follow the below instructions:

1. Using Firefox or a PC-based browser, log onto www.gentraining.com
2. Select “log in to view training”
3. The next screen does a quick analysis of your machine’s compatibility with their program. Make sure that your computer has speakers through which you can hear the training. The modules appear to work well on Firefox. Select “log in to view training” again.
4. Indicate “new user” on the next screen.
5. Enter your organization ID#: 36575
6. Input your first and last names and double-enter your email address.
7. Input a preferred user ID (your choice!)
8. You will now see a list of “required” and “optional” trainings.
9. Select one of the trainings by clicking “view.”
10. Then, click “start tutorial.”
11. A brief set of instructions will then launch. Following the instructions, a training session will play. The final slides are assessment items. You may stop and save the program at any point and return to it later.

If you have questions about the program or about the trainings, please contact Joe Malin (x9662).

Please complete these trainings by April 1, 2012. Thank you!