



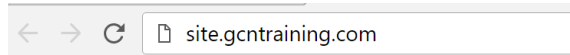
GCN

GENERAL DIRECTIONS FOR ACCESSING METS GCN TRAINING PERKS FOR THE FIRST TIME.

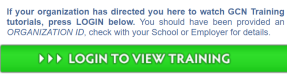
Questions? Contact GCN at info@gcntraining.com

1. CONNECT to the internet.
Please be sure to have your speakers are turned on.

2. TYPE "site.gcntraining.com" into your browser's address bar and PRESS "Enter".



3. CLICK



This will take you to the PRE-LOGIN PAGE
NOTE - This is a different login than the one you use to do the required trainings for employment with METS.

4. CLICK on "New User", then CLICK on "Next".

Please select from the following:

Existing User - I have a Personal ID
I already have an account/Personal ID with GCN.


New User - I do not have a Personal ID
I have NOT yet created an account/Personal ID with GCN.

Next >>

Version 5 User Login

5. Type your Organization ID, which is trainingperks. CLICK "Submit".

Please enter your Organization ID below.

 ORGANIZATION ID:
trainingperks

[I DON'T KNOW MY ORGANIZATION ID](#)


6. Enter a Preferred Personal ID (PPI) of your choosing and then CLICK on "Submit"

To create an account, you'll need to choose a Personal ID. Remember this for future logins.

NOTE: The 2016-17 cycle began 7/1/16 and ends 6/30/17.


The Personal ID is a code or username of your choosing.
It is NOT a password

NOTE: Your Personal ID must be a minimum of five characters long and contain no special characters or spaces.

 ENTER YOUR PREFERRED PERSONAL ID:

7. If the PPI you chose is available, you will be taken to the User Information Fields page. Complete all fields and then CLICK on "Submit". If not, you will be instructed to choose another PPI.

User Information Fields

 is available.

Please Complete the following fields:
(* required)

* First Name (Legal) M. Initial

* Last Name

Job Title

Department

Email Address

Your Email Address will be used for GCN related correspondence only, and will not be sold in any way.

--Continued on the next page--

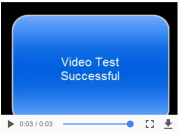


GENERAL DIRECTIONS FOR ACCESSING METS GCN TRAINING PERKS FOR THE FIRST TIME.

Questions? Contact GCN at info@gcntraining.com

8. If you see "Video Test Successful", CLICK on "YES". If not, CLICK on "If you have a slow connection or older computer, click here" and follow the instructions. Contact GCN at info@gcntraining.com for further assistance if needed.

New System Video Test



Do you see "Video Test Successful" above?
[YES](#) [NO](#)

[If you have a slow connection or an older computer, click here!](#)

What is this for?
 Not all devices/computers can render the videos, and we are still providing a non-video version for those that cannot. If you don't see the message above, click NO.

Helpful Tip: If you have any trouble viewing a slide, check the help links below the Tutorial Viewer or read the News section to the right of the Tutorial Listing (on the following page).

9. You will be taken to the list of Available Tutorials. CLICK on the "START" button next to the tutorial (training) you wish to take.

Tutorial Progress

Please view the tutorials required for your job classification. If you have not received a list of the tutorials required for you to view, contact your HR / Personnel department. When you have finished, you may print your Certificate*.

You Have Completed
0
Available Tutorial(s)

CLICK HERE TO REFRESH

AVAILABLE TUTORIALS
Note: Completed records are listed at the bottom.

START	403(b)
START	A Guide for Substitute Teachers
START	AB-1825 Sexual Harassment: Abusive Conduct, Employee/Supervisor Part 3 (AB-2053)
START	Active Shooter
START	ADAAA

PRINT YOUR CERTIFICATE*

*SAVE SOME PAPER! Wait until you complete the last of your tutorials before printing your Certificate. They're all printed on a single page. [The Adobe Reader](#) is needed to view the Certificate.

News & Information

New Tutorial Viewer Help
8/15/2014

Some tutorials will play in a new environment. If the first slide of the new tutorial viewer does not start for you, click the [ALTERNATE VERSION](#) link below the slide listing.

If that fails to load the video, return to this page and click this link: [Flash Version](#), to switch back to the old tutorial environment.
Note: your slide progress is not the same in both environments.

10. You will be taken to the "Start Tutorial" page. As a benefit to our employees, METS provides access to these GCN Trainings for personal growth and additional professional training. You may take as many trainings as desired. Unlike the mandatory GCN trainings required for METS employment, you do not need to provide proof of completion. If you wish to have documentation added to your personnel file to enhance your portfolio, please print and fax the certificate to 517-647-7572 or e-mail to METSHR@contractbusdrives.com.

Logged in as: [Not you? Please Logout](#)

Active Shooter

[START TUTORIAL](#)

Est. Length 23 min
Safety

This tutorial was written by FEMA, the National Protection and Programs Directorate/Office of Infrastructure Protection, U.S. Department of Homeland Security. Active shooter situations are unpredictable and evolve quickly. All employees can help prevent and prepare for potential active shooter situations. This tutorial provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation. At the end of this tutorial, participants should be able to: Describe actions to take when confronted with an active shooter and responding law enforcement officials. Recognize potential workplace violence indicators. Describe actions to take to prevent and prepare for potential active shooter incidents and describe how to manage the consequences of an active shooter incident. Not all recommendations provided in this tutorial will be applicable at every facility. This tutorial is intended to provide guidance to enhance facility-specific plans and procedures.