



Peekskill City School District

Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

**Office for
Administrative Services**

Central Administration, 1031 Elm Street, Peekskill, NY 10566-3499
Phone: (914) 737-3300 Ext. 1550 & 1551, Confidential Fax: (914) 788-7580
Email: Personnel@PeekskillSchools.org

2022-2023 Mandatory Compliance Training

What is mandatory compliance training?

State and federal regulations require that all school district employees complete mandatory compliance training every year on the following topics:

- **Blood-borne Pathogens (due September 28, 2022)**
- **Ethics and Boundaries for School Employees (due September 28, 2022)**
- **Hazard Communications (due September 28, 2022)**
- **Mental Illness and Disorders Awareness Education (Must be completed by September 15, 2022)**
- **Sexual Harassment- NY- State Mandated (due September 28, 2022)**
- **Prevention and Emergency Response in K-12 Schools – Altaris (Must be completed by September 15, 2022)**
- **Student Data Privacy (NY State Ed Law Section 2-d) (due September 28, 2022)**

The compliance training associated with these topics is intended to provide employees with information to promote a safe and healthy work environment. While all employees must complete compliance training annually on hazardous communications, blood-borne pathogens, and sexual harassment, the District may also require that certain employee groups complete training related to other topics that are relevant to their work responsibilities.

How will faculty and staff members complete the compliance training?

The Peekskill City School District has contracted with Global Compliance Network (GCN) to provide compliance training on the topics identified above. GCN provides online training tutorials that employees can complete using any computer that has an internet connection, internal or external speakers, and the latest version of Adobe Macromedia FlashPlayer™. Employees will log on to the GCN web site and complete the required training tutorials according to the deadlines established by the Office of Administrative Services. The time needed to complete each online tutorial is around 35 minutes.

What are the steps for logging on to the GCN website to complete the compliance training?

If you are logging in to GCN for the first time, you will need to follow the step by step instructions located on the provided attachment.

NOTE: All new employees have 30 days from their date of hire to complete the mandatory compliance training.

Contact the Office for Administrative Services with any questions: (914) 737-3300 Ext. 1550/1551

Steps if you are logging into GCN for the first time:



1. Go to <http://site.gcntraining.com>
2. Click "LOGIN"

Slide 1

Steps if you are logging into GCN for the first time:

3. Enter your Organization ID
10675p
4. Click "Submit"

Slide 2

Steps if you are logging into GCN for the first time:

5. Click "I was not given a User ID or I forgot my User ID"

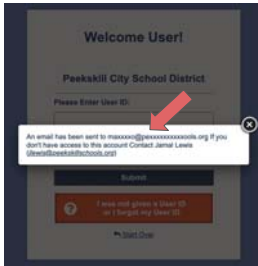
Slide 3

Steps if you are logging into GCN for the first time:

6. Type in the required information, then click "Search"

Slide 4

Steps if you are logging into GCN for the first time:



7. An email will be sent to your Peekskill Gmail account

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Steps if you are logging into GCN for the first time:



8. Check the email from GCN for your unique User ID

Slide 6

Steps if you are logging into GCN for the first time:



9. Type in your User ID, then click "Submit"

Slide 7

Steps if you are logging into GCN for the first time:



10. Confirm your Group and Location, then click "Submit"

Slide 8

Steps if you are logging into GCN for the first time:



11. Complete all required tutorials by clicking on each button that says "Start"
12. Once you have completed all tutorials, click "Print Your Certificate" and keep a copy for your records