

DIRECTIONS TO GET YOUR COMPUTER

Hello,

Below are directions for KW parents and students to login to the Global Compliance Network beginning August 3rd to take the laptop compliance training/tutorial that is required for your child/children to be able to check out a computer.

*Parents will need to create a unique user login in case you get interrupted and need to go back or if you forget to click submit on the last slide. A suggestion would be an easy to remember login such as your name and three numbers...such as johndoe111. We will confirm the completion of the tutorial prior to issuing a laptop.

*If you do not click "submit" on the last slide it will not show up in the records as complete.

*The electronic tutorial is only one part of the process. You will need to print out and sign the sheet that is linked on the last slide and return it to the school at the scheduled registration verification time. This form, along with having completed the tutorial, will be the "tickets" for the student(s) receiving a laptop. If you do not have access to a printer, forms will be available in the library for your signature during registration verification. Both parent/guardian and student signatures are required.

1. Go to the following website <http://www.gcntraining.com> and click the "Login to View Training" button.
2. Make sure there are only green or yellow arrows on the Pre-Login Checklist. Any red arrows could indicate that a different computer will be necessary to view the tutorial. Click "Login to View Training" to continue.
3. In step 1 (Enter Organization's Username/Code), insert: 27610
In step 2, click on "Create New Account"
4. In step 3, give yourself a UID. Click "Check Account Availability."
5. In step 4, fill out ALL Personal Information. Use pull down menu to select Parent as "Job Title" and choose your child's school.
***If you have more than one child at a High Access school, choose the school of your oldest child.
***Type in all of your children's names (First and Last) who attend High Access schools in the "Name of Child/Children" field. Do not use commas or special characters.
6. Click "submit".
7. On the next screen, choose NCS Technology Compliance from the SELECT A TUTORIAL pull-down menu and click VIEW.
8. Complete the tutorial following the on screen directions.
9. Print and return the laptop compliance form that is linked on the last slide. These will be available at KW if you do not have access to a printer. Computers are available in the counseling office for your convenience from 8:00-4:00.
10. Make sure to click SUBMIT on the last slide.