

Getting Started with GCF Global

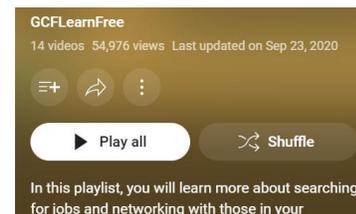
- 1) Go to <https://edu.gcfglobal.org/en/account/signin/>
- 2) If you have an account, Login. [Login](#) [Join for free!](#)
- 3) If you do not have an account, click Join for free!
 - a. Enter your first & last name, email address, and create a password
 - b. Check box (you agree to terms of use of GCF LearnFree)
 - c. Click “Continue”
- 4) Click a link on the A4TD Approved Courses for Offsite Training pdf



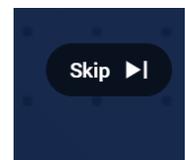
- 5)

Click on “Go to YouTube Playlist”

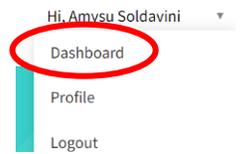
- 6) Once on the Playlist, click “play all” so that your playlist is not interrupted by random video suggestions.



- 7) If an ad pops up, you can wait 5 seconds and click the “Skip” button that appears on your screen to bypass the advertisement.



8) The next time you log onto GCF, you can click on your name and choose “dashboard” – it keeps track of where you are in the playlist on YouTube so that you do not need to finish a playlist in one sitting.



9) You can then click “Continue” and then “Go to YouTube Playlist”



Timesheet Reminders!

- In the Offsite Training explanation column, write “GCF – Course Name - # of Lessons watched”
- When you are done the whole course, you must print or screenshot the certificate and give to your RC/CPMA. The RC/CPMA will store the certificate in your employment portfolio.