

Accessing gsLearn

- 1. Go to the GSEWNI website www.gsewni.org
- 2. In the upper left hand corner, select MYGS



3. You should land on a screen that looks like this, where you can log in:



4. Log in. If you don't have an account, you can create one. If you have forgotten your password, click "Forgot password to get a new password.

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5. After you log in, you will see a screen that looks like this with your name on it (the example is from Adult Ed Specialist Margo Buckles' account). gsLearn is in the menu on the left hand side of the screen.

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Starting Out as a New Leader

6. After you click on gsLearn, you will get a screen that looks either like this -



Or, like this -



7. There are a lot of things to explore in gsLearn, but, when you start, you will need to take complete the Learning Path called "687 New Leader Learning Series." It may not appear on your Dashboard in the same place as it does below. If you do not see it, type "687 New Leader" in the search bar, highlighted below.



Accessing Your Achievements and External Learning Records

8. After you finish a course or do a training, you will be able to access the records showing that you completed the course on gsLearn. In the menu on the left, you will see the word "Achievements." Click on "Achievements."



9. You should land on a screen that looks like this. Under your name, you will see "Achievements" and "External Learning." "Achievements" shows a record of the on-line trainings that you have taken through gsLearn. On this screen, "Achievements" (circled) is in bold. That means you are looking at the on-line learning completed.

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