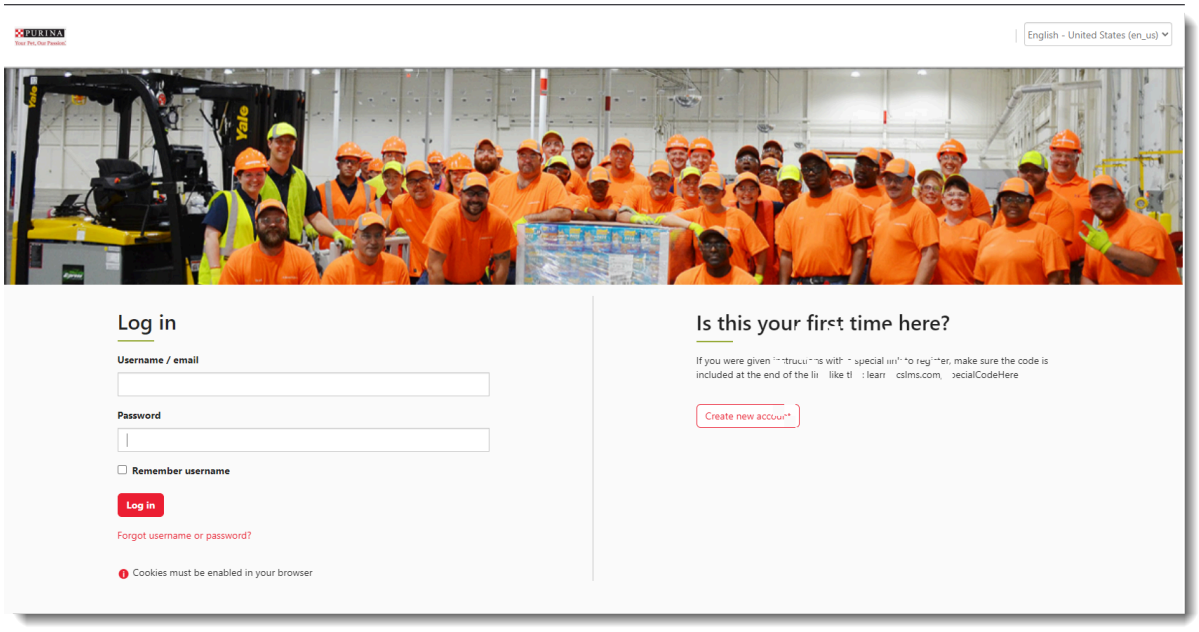
Nestle Purina Bloomfield Contractor Safety Course Instructions

Overview: This guide will show you how to:

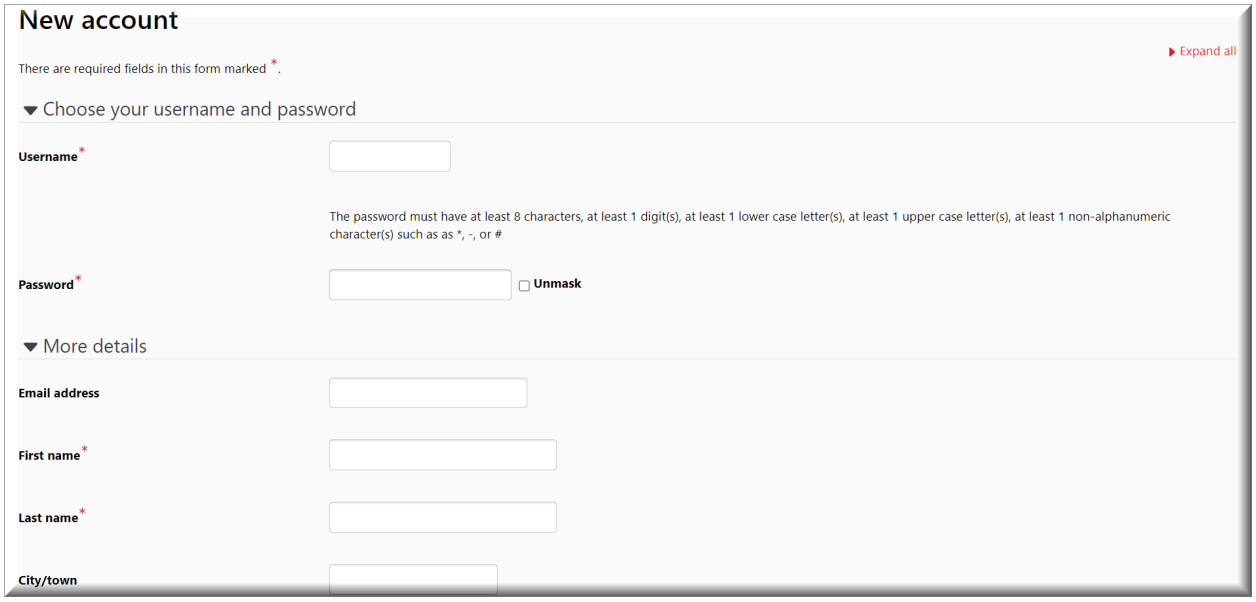
- Access the Totara LMS
- Create an account
- Complete the Nestle Purina Bloomfield Contractor Safety Course
- Receive a certificate
- Log out

1. Welcome. English learners click this link **http://learn.pcslms.com/NPBLO**
   Spanish learners click this link **http://learn.pcslms.com/BLOSP**
   Please ensure you use this full link even if the website is already loaded on your computer. This is especially important if you are using a shared computer in your workplace (e.g. if you and your co-workers are using the same computer to complete the course.)

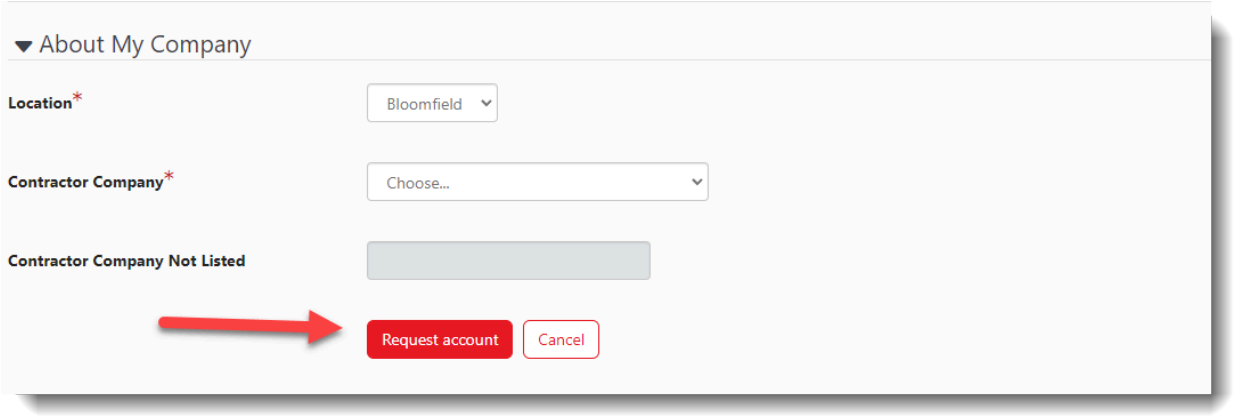


2. To register for an account, select **Create New Account**. (right-hand side of the screen)

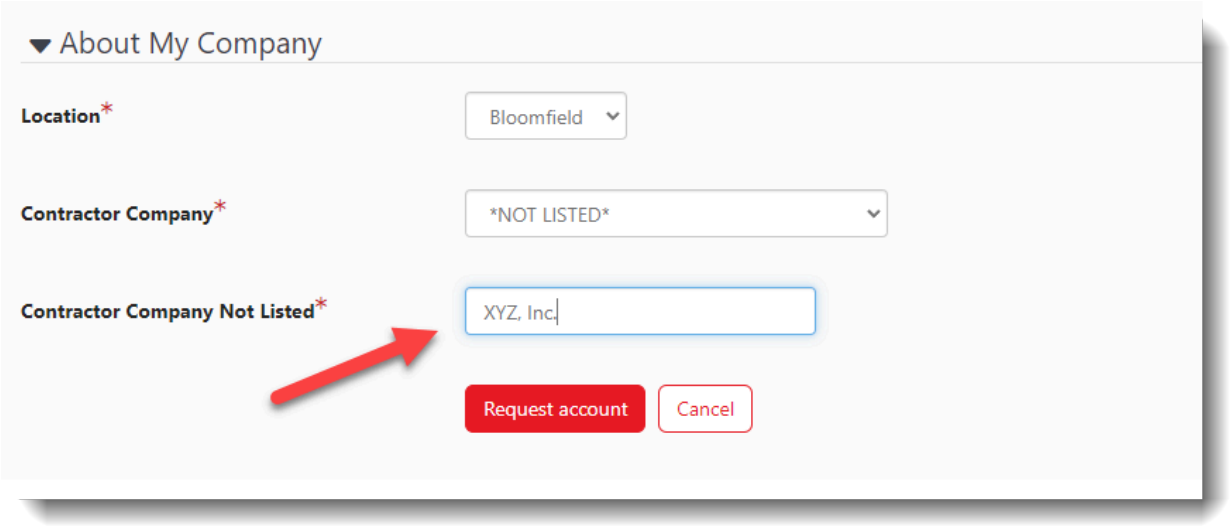
3. Fill out the New account form. An asterisk denotes a required field. If you don't have an email address, you can leave that field blank. Please remember and/or write down your username and password in case you need to access the course in the future.



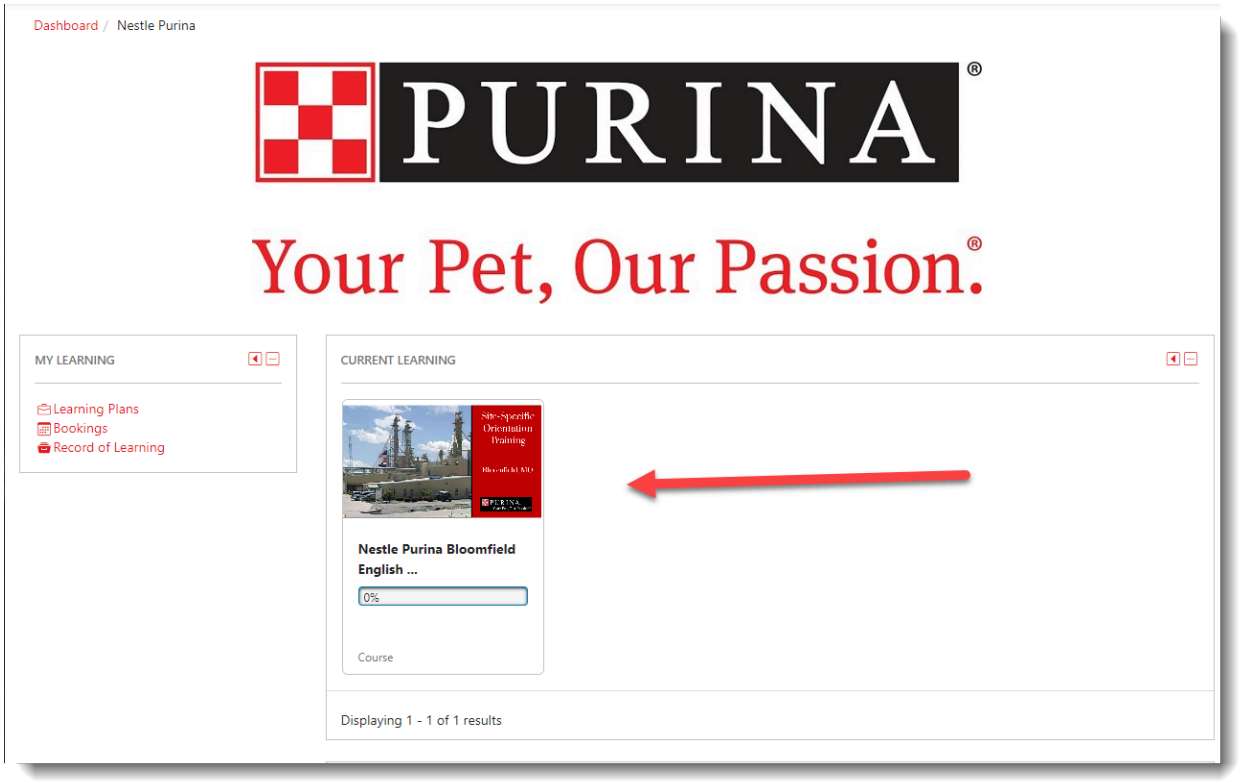
4. When choosing a location, please leave it as “Bloomfield”, and select your **Contractor Company** from the dropdown list. Select **Request Account** when you are done.



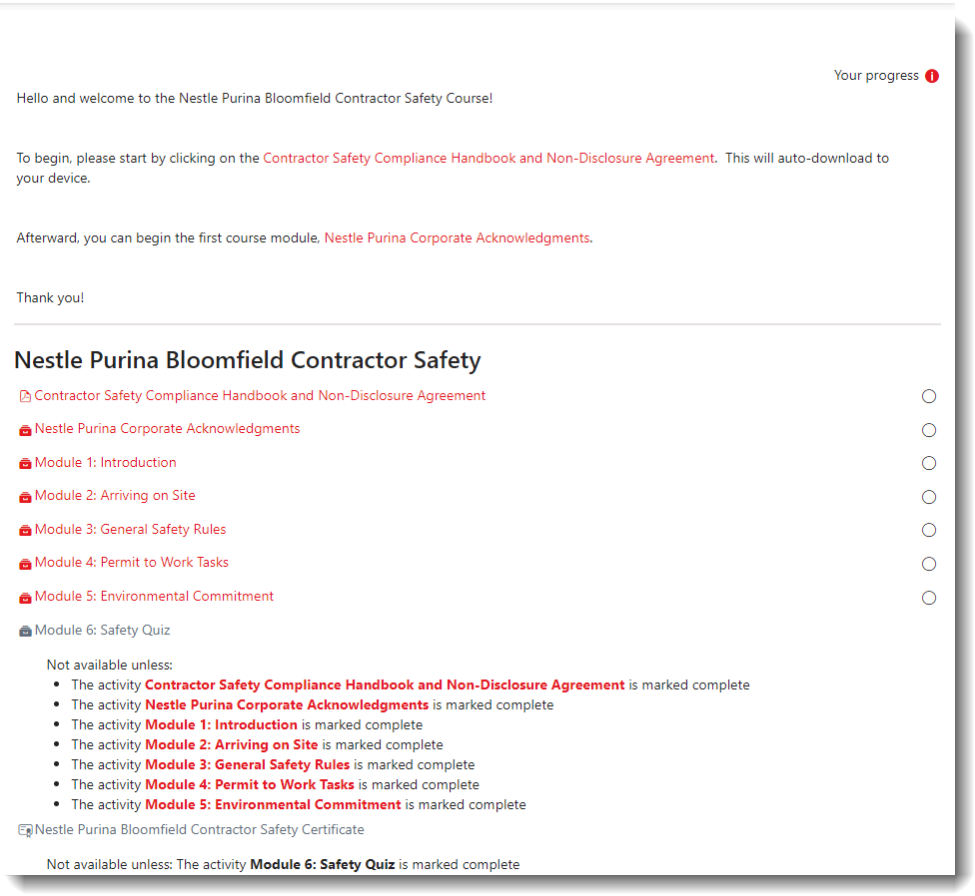
5. Please note, if you do not see your **Contractor Company** in the dropdown list, select *NOT LISTED* from the very bottom of the list and then type your Contractor Company name in the field titled **Contractor Company Not Listed**. PCS will later attach your Contractor Company to your profile.



6. From your dashboard, look under Current Learning. Select the **Nestle Purina Bloomfield Contractor Safety Certification** course.



7. You will now see the Nestle Purina Bloomfield Contractor Safety course.



Your progress

Hello and welcome to the Nestle Purina Bloomfield Contractor Safety Course!

To begin, please start by clicking on the Contractor Safety Compliance Handbook and Non-Disclosure Agreement. This will auto-download to your device.

Afterward, you can begin the first course module, Nestle Purina Corporate Acknowledgments.

Thank you!

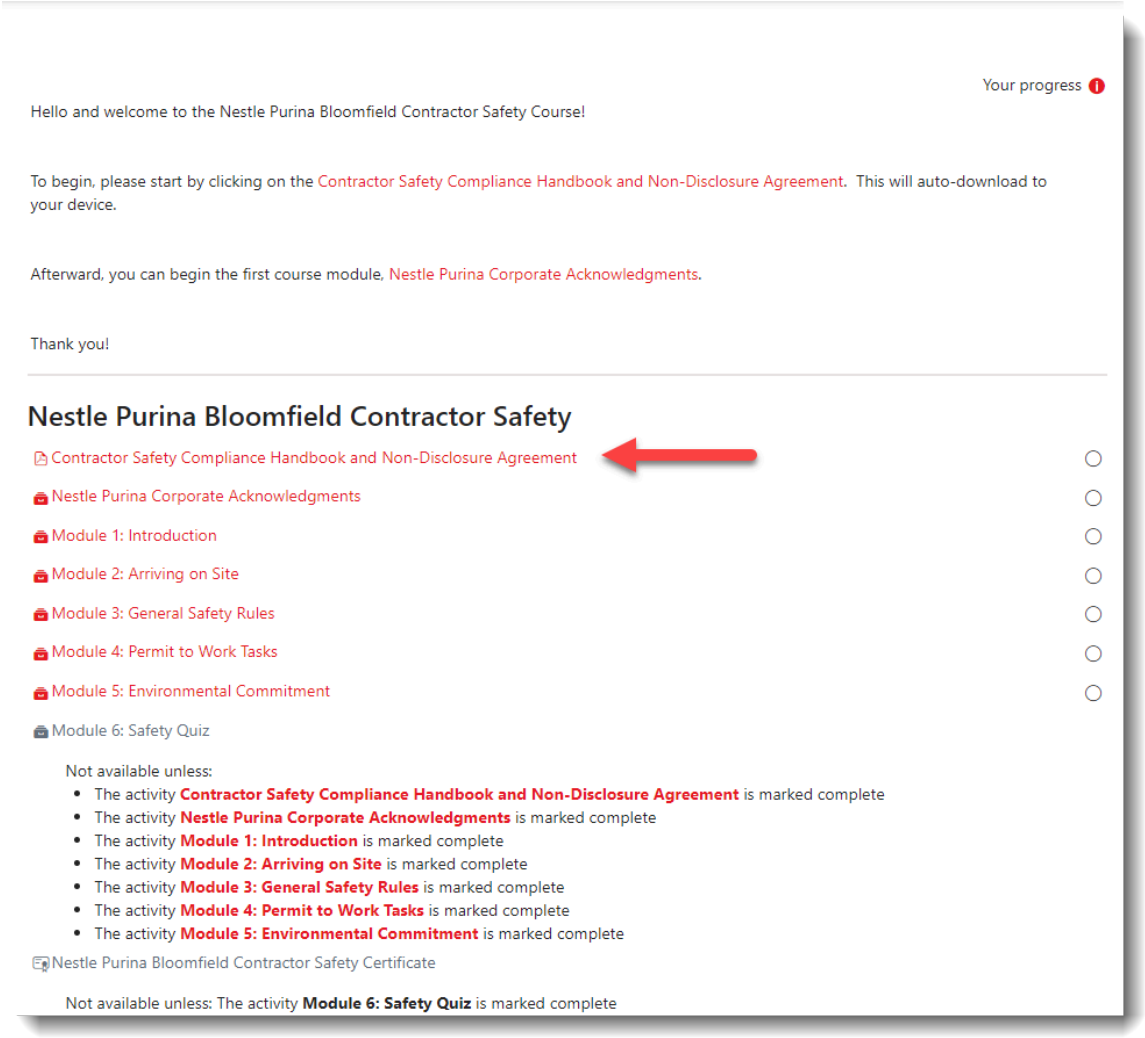
Nestle Purina Bloomfield Contractor Safety

- Contractor Safety Compliance Handbook and Non-Disclosure Agreement
- Nestle Purina Corporate Acknowledgments
- Module 1: Introduction
- Module 2: Arriving on Site
- Module 3: General Safety Rules
- Module 4: Permit to Work Tasks
- Module 5: Environmental Commitment
- Module 6: Safety Quiz

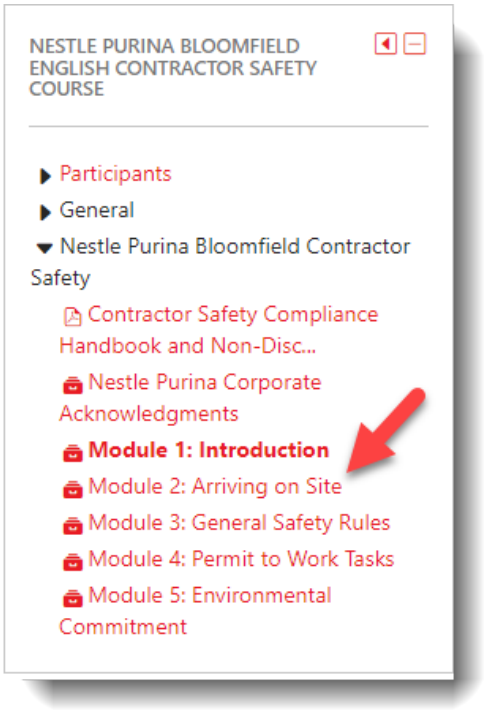
  Not available unless:
  - The activity **Contractor Safety Compliance Handbook and Non-Disclosure Agreement** is marked complete
  - The activity **Nestle Purina Corporate Acknowledgments** is marked complete
  - The activity **Module 1: Introduction** is marked complete
  - The activity **Module 2: Arriving on Site** is marked complete
  - The activity **Module 3: General Safety Rules** is marked complete
  - The activity **Module 4: Permit to Work Tasks** is marked complete
  - The activity **Module 5: Environmental Commitment** is marked complete
- Nestle Purina Bloomfield Contractor Safety Certificate

  Not available unless: The activity **Module 6: Safety Quiz** is marked complete

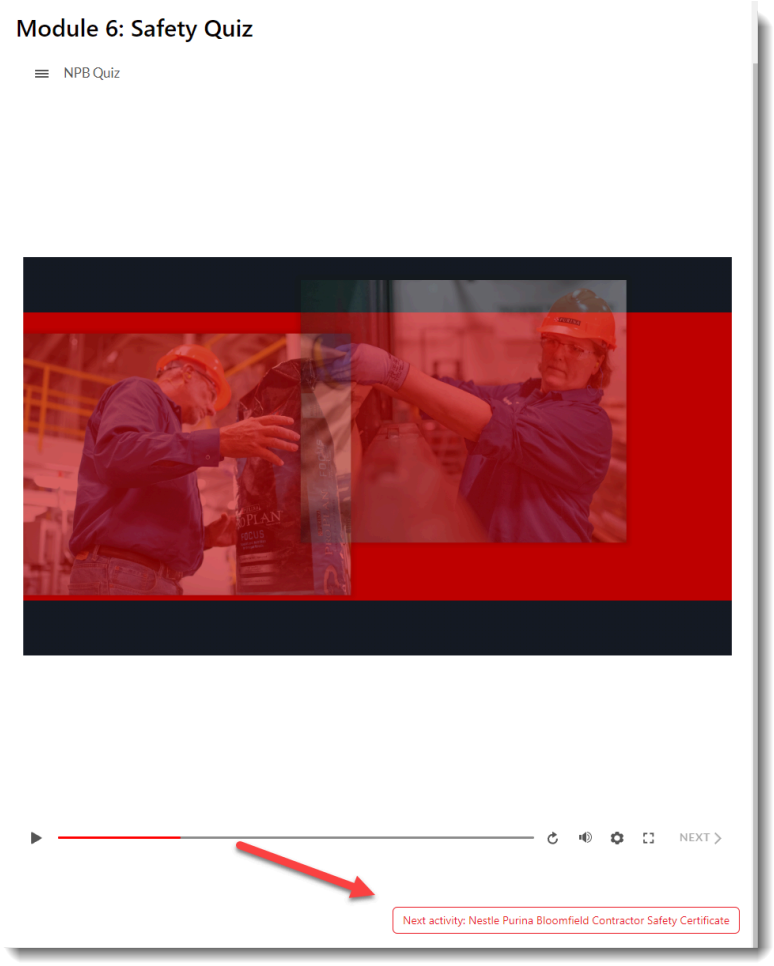
8. The course has 7 modules (or sections) and a file required for download. Please start with the Contractor Safety Compliance Handbook and Non-Disclosure Agreement and progress in module order. **You must complete all required modules before obtaining your certificate.**



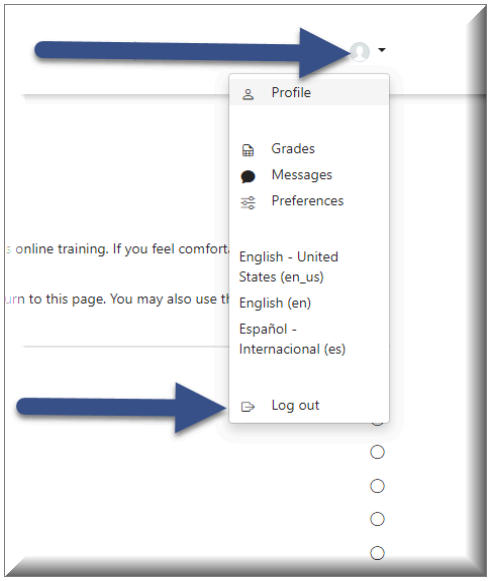
9. Once you have completed a module, click the "**Next Activity**" button on the bottom right-hand corner of the course. If this does not work, you can use the menu on the left-hand side of the screen to select the next module.


NESTLE PURINA BLOOMFIELD ENGLISH CONTRACTOR SAFETY COURSE
Participants
General
Nestle Purina Bloomfield Contractor Safety
Contractor Safety Compliance Handbook and Non-Disc...
Nestle Purina Corporate Acknowledgments
Module 1: Introduction
Module 2: Arriving on Site
Module 3: General Safety Rules
Module 4: Permit to Work Tasks
Module 5: Environmental Commitment

10. Once you have successfully finished all of the Modules and passed the quiz, you can obtain your certificate by selecting “Next Activity: Nestle Purina Bloomfield Contractor Safety Certificate.

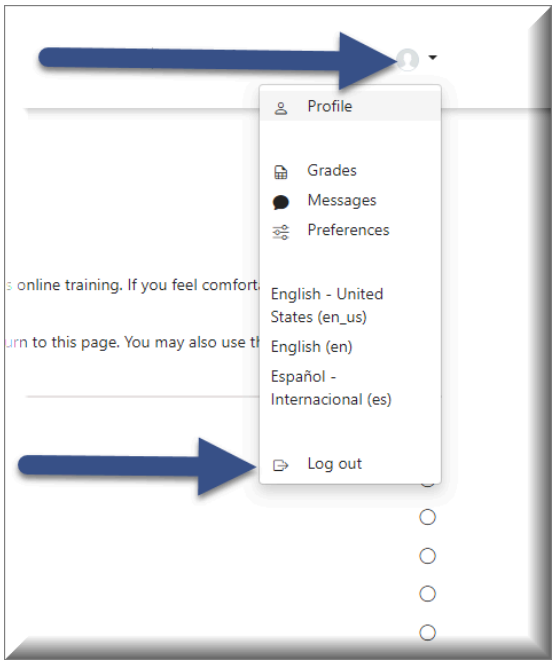


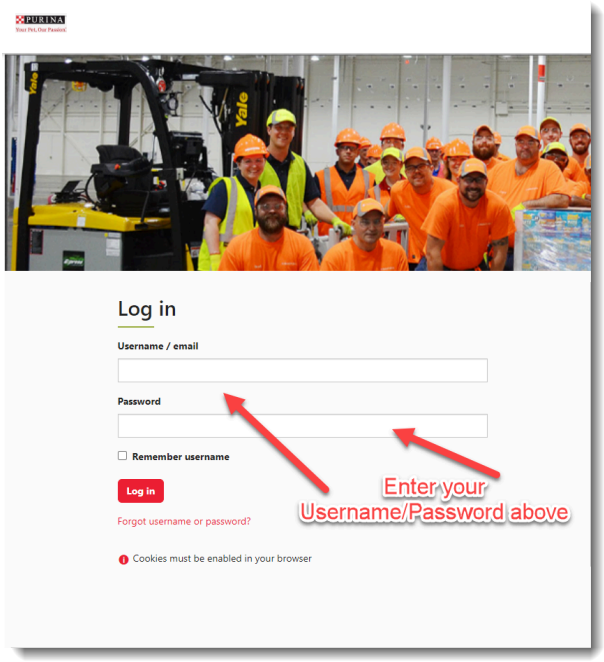
11. Lastly, you must log out of Totara. On a shared computer, this will allow the next learner to be able to successfully create their account and complete their course. To do this, click on your profile picture or the arrow next to it. Select Log out.



12. You have now successfully completed the Nestle Purina Bloomfield Contractor Safety Course!

13. If you need to leave Totara before completing the course, you must log out. Then to continue the course later, log in and begin with instruction #6 above. You can only select those modules that are remaining for you.





If you are having difficulties that you can't resolve on your own or by following these step-by-step instructions, then click this link to request technical support Nestle Purina Support Request.