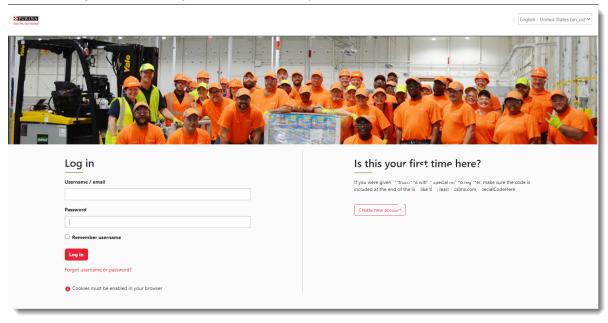




Nestle Purina Bloomfield Contractor Safety Course Instructions

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
- Welcome. English learners click this link <u>http://learn.pcslms.com/NPBLO</u> Spanish learners click this link <u>http://learn.pcslms.com/BLOSP</u> 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)

<u>_og</u> in	ls	s this your first time here?
Username		or full access to the site's content you'll need to take a minute to eate a new account for yourself.
Password		Create new account
Remember username		
Log in		
Forgot username or password?		
Cookies must be enabled in your browser		

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.

New account	
There are required fields in this form marked $^{st}.$	► Expand all
 Choose your username and pass 	word
Username *	
	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #
Password *	🗆 Unmask
▼ More details	
Email address	
First name [*]	
Last name [*]	
City/town	



 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.

About My Company	
Location [*]	Bloomfield Y
Contractor Company [*]	Choose 👻
Contractor Company Not Listed	
\rightarrow	Request account Cancel

 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.

Location [*]	Bloomfield 🗸
Contractor Company [*]	*NOT LISTED*
Contractor Company Not Listed*	XYZ, Inc.
	Request account Cancel



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

Bashboard / Nestle Purina		
Y	our Pet, Our Passion.	
MY LEARNING	CURRENT LEARNING	•
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7. You will now see the Nestle Purina Bloomfield Contractor Safety course.

Hello and welcome to the Nestle Purina Bloomfield Contractor Safety Course!	Your progress 🌖
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To begin, please start by clicking on the Contractor Safety Compliance Handbook and Non-Disclosure Agreement. This will auto-o your device.	download to
Afterward, you can begin the first course module, Nestle Purina Corporate Acknowledgments.	
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📾 Module 6: Safety Quiz	
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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	
Restle 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.**

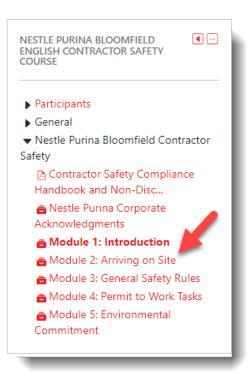
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Afterward, you can begin the first course module, Nestle Purina Corporate Acknowledgments.	
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9. Once you have completed a module, click the "**Next Activity**" button on the bottom right-hand corner 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.









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.

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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.

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Log in Forgot username or password? Cookies must be enabled in y	Enter your Username/Password above

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 <u>Nestle Purina Support Request.</u>