



## Nestlé Purina Bloomfield Missouri Contractor Training

For the training to work properly, use either [Google Chrome](#) or [Microsoft Edge](#) on a computer. If you don't have access to a computer and are taking the training on a mobile device, please download the [Adobe Captivate Prime app](#) via the App Store or Google Play Store. Do NOT use your mobile browser.

### Objectives:

You will be able to register and take your required Contractor training course. You will also be able to download your certificate of completion.

**Step 1:** Click the link that pertains to you to start the enrollment process.

[Bloomfield English](#)

[Bloomfield Spanish](#)

To return to an incomplete course, check your training status, or get a copy of the course certificate, login to your Bloomfield Training account.

**Step 2:** Create an Adobe account. Fill in all of the required information and click [Create Account](#).

- If you or your employee do not have a real email address, please DO NOT create a fake one using @nomail.com. Create a fake email using either @gmail.com or @yahoo.com.

A screenshot of the Adobe account creation page. The page has a dark blue background on the left with the Adobe logo and the text "Sign in or create an account". On the right, there is a white form titled "Create an account". The form includes fields for "Email address", "First name", "Last name", "Password", "Date of birth" (with sub-fields for Month, Day, and Year), and "Country/Region" (set to "United States"). Below the form, there is a "Create account" button with a red arrow pointing to it. The text "By clicking Create account, I agree that:" is followed by two bullet points: "I have read and accepted the Terms of Use." and "The Adobe family of companies may keep me informed with personalized emails about products and services." A link to "See our Privacy Policy for more details or to opt-out at any time." is also present.

**Step 3:** Fill in your Company Name, and Phone Number. Click **Proceed**.

**This step is critical for Nestle Purina and cannot be skipped.**

Complete your profile

We need additional information about you to make your experience better.

Please provide as much information as possible.

Company Name (If not listed above)

Phone Number - Company

Phone Number - Your Cell

**Proceed**

**Step 4:** Click **Visit** next to the Corporate Safety, Health, and Environmental Orientation Training course.

**PURINA** NP Contractors

Hi Kaitlyn Spadoni, let's learn something new today.

**My Learning**

By Deadline: 1 Overdue, 0 Upcoming Deadlines, 2 On Track

Pending Learning: 1 Certifications, 2 Courses, 0 Learning Programs

**My Achievements**

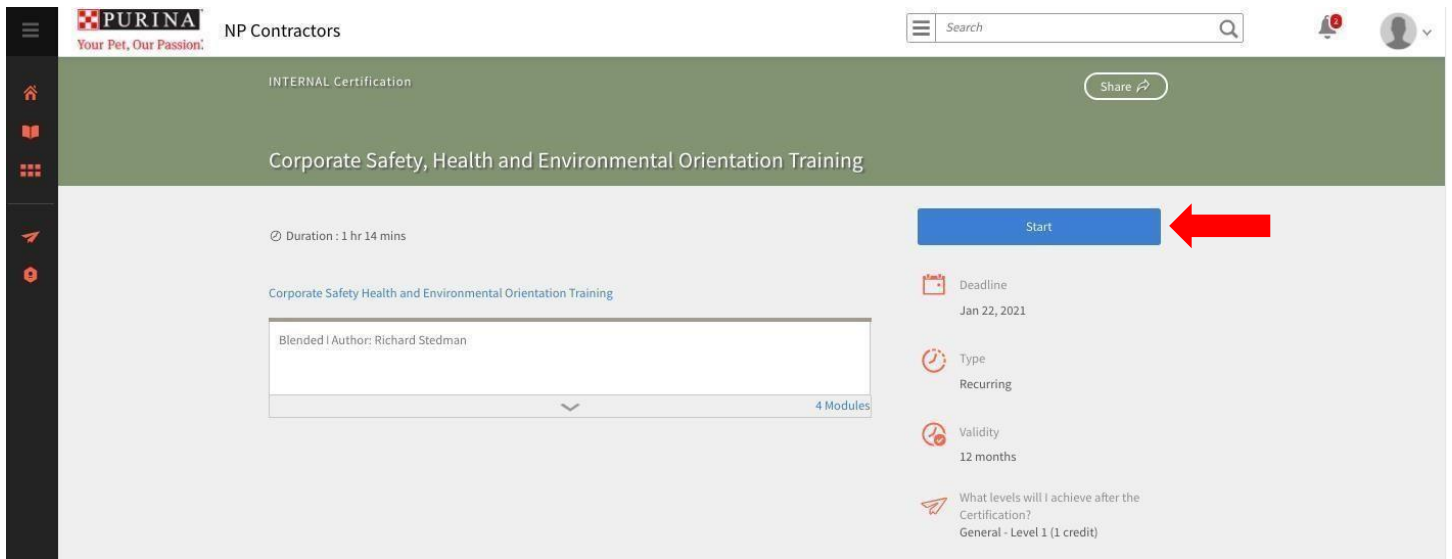
**My Training Documents**

- Contractor Safety and Compliance Handbook
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- Manual de seguridad y cumplimiento para co
- Ánexo sobre Barricadas y Gestión de Tareas d

**Corporate Safety Health and Environmental Orientation Training** **Visit**

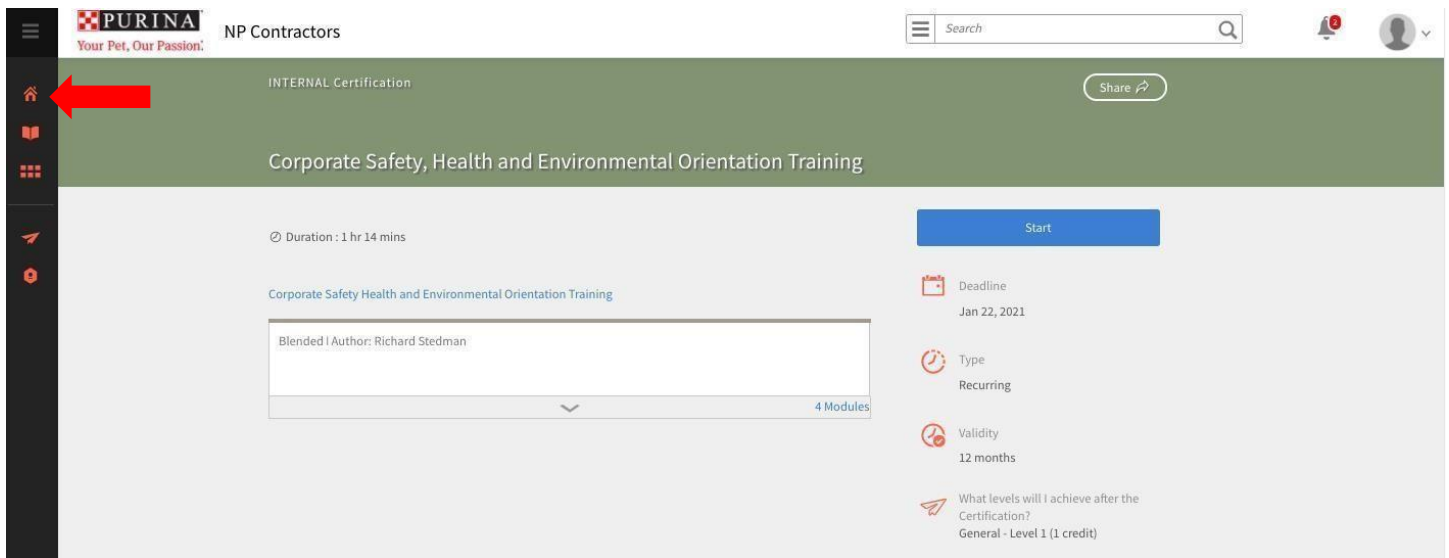
**BLOOMFIELD Site Specific (No Prerequisite)** **Visit**

**Step 5:** Click **Start** to begin the course. If you start the course and don't finish, you may go back and click **Continue** to pick up where you left off.



The screenshot shows the Purina NP Contractors training interface. At the top left is the Purina logo with the tagline "Your Pet, Our Passion." and "NP Contractors". A search bar is located at the top right. The main header area is green and contains the text "INTERNAL Certification" and "Corporate Safety, Health and Environmental Orientation Training". Below this, the course details are displayed: "Duration : 1 hr 14 mins", "Corporate Safety Health and Environmental Orientation Training", and "Blended | Author: Richard Stedman". A dropdown menu shows "4 Modules". On the right side, there is a blue "Start" button with a red arrow pointing to it. Below the "Start" button, there are several metadata items: "Deadline: Jan 22, 2021", "Type: Recurring", "Validity: 12 months", and "What levels will I achieve after the Certification?: General - Level 1 (1 credit)".

**Step 6:** Once you have completed the Corporate Safety, Health and Environmental Orientation Training, click on the **Home** icon in the toolbar.



The screenshot shows the same Purina NP Contractors training interface as in Step 5. The main content area is identical, but the focus is on the left-hand toolbar. A red arrow points to the "Home" icon, which is represented by a house symbol. The rest of the page content, including the course title, duration, author, and metadata, remains the same as in the previous screenshot.

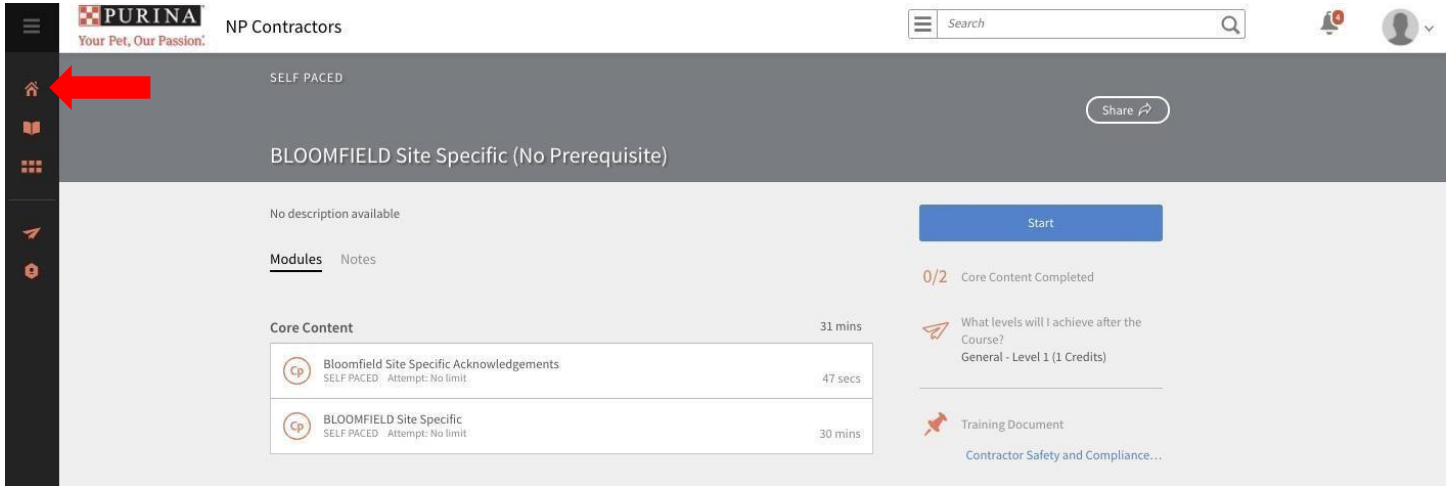
**Step 7:** Click the **Visit** button next to the Bloomfield Site Specific course.

The screenshot shows the NP Contractors training dashboard. At the top, there is a header with the Purina logo and 'NP Contractors'. Below the header, there is a navigation sidebar on the left. The main content area is divided into several sections: a welcome message from Kaitlyn Spadoni, 'My Learning' progress charts, 'My Achievements', and 'My Training Documents'. The 'My Learning' section features two donut charts: 'By Deadline' (1 Overdue, 0 Upcoming Deadlines, 2 On Track) and 'Pending Learning' (1 Certifications, 2 Courses, 0 Learning Programs). Below these charts, there is a list of courses. The 'BLOOMFIELD Site Specific (No Prerequisite)' course is highlighted, and a red arrow points to its 'Visit' button.

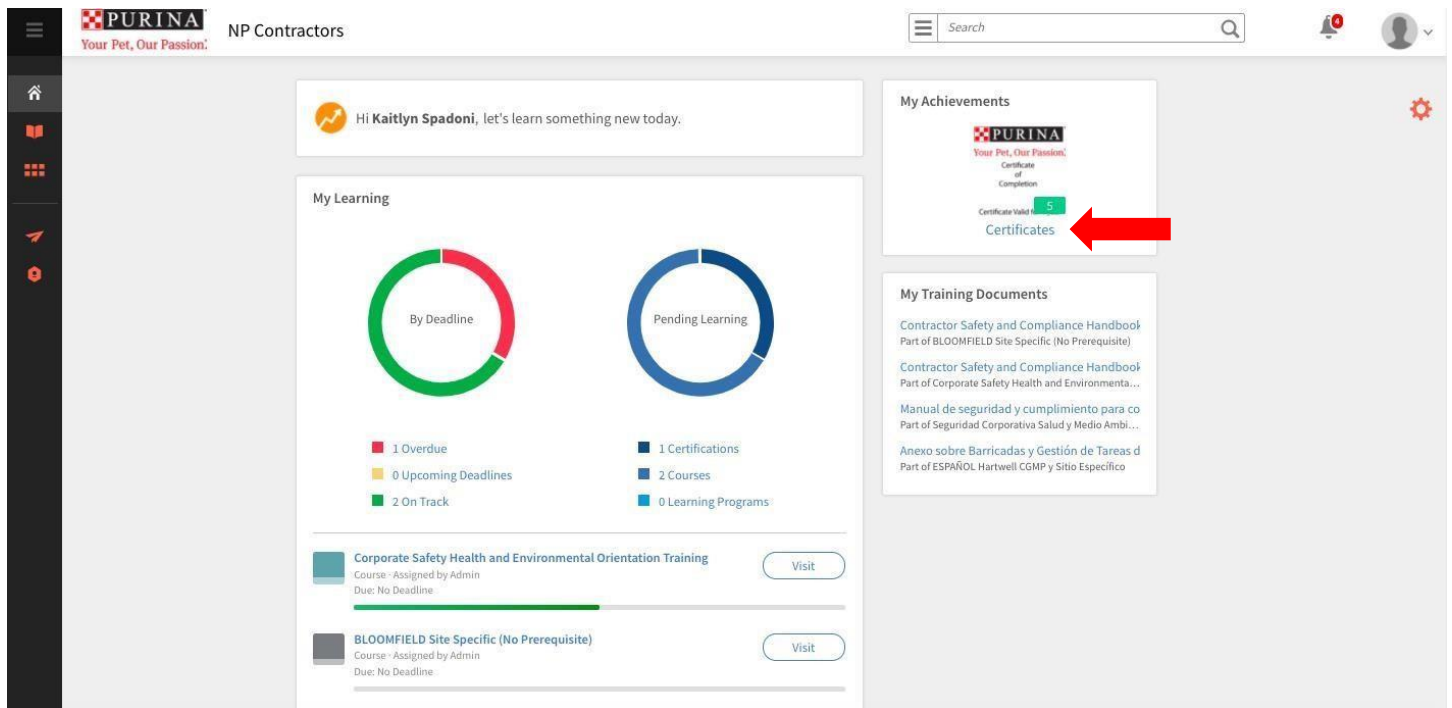
**Step 8:** Click **Start** to begin the Bloomfield Site Specific course. Again, if you start the course and don't finish, you may go back and click **Continue** to pick up where you left off.

The screenshot shows the course page for 'BLOOMFIELD Site Specific (No Prerequisite)'. The page is titled 'SELF PACED' and includes a 'Share' button. Below the title, there is a 'No description available' message. The 'Modules' section is active, showing a list of 'Core Content' items. The first item is 'Bloomfield Site Specific Acknowledgements' (31 mins), and the second is 'BLOOMFIELD Site Specific' (30 mins). A red arrow points to the 'Start' button in the top right corner of the course content area.

**Step 9:** Once you have completed both courses, you can now download your Certificates. Return to the home screen of your Learner Portal, by click the **Home** Icon.



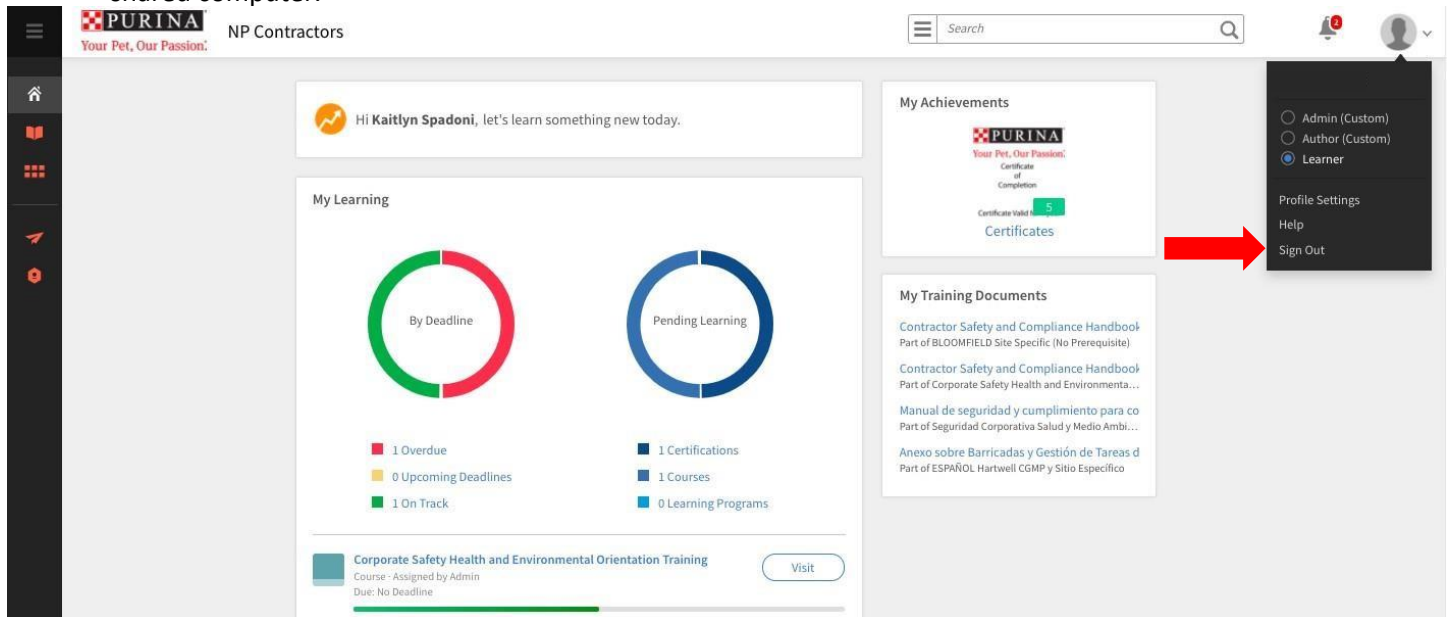
**Step 10:** Click **Certificates**, located under My Achievements on the right side of the screen.



**Step 11:** Click in the course's box in which you would like to download your Certificates for, a check mark should appear. Click the **PDF** button contained within that courses box. Your Certificate should download to your computer or mobile devices downloads folder.



**Step 12:** After you have completed all of your required course modules, please **Sign Out**, especially if you are using a shared computer.



If you have any problems, please contact:

Jennifer Chien

Technical Support: Monday -Friday 8:00- 5:00

Phone: 856-514-8562

Email: [Support@pcsct.zendesk.com](mailto:Support@pcsct.zendesk.com)