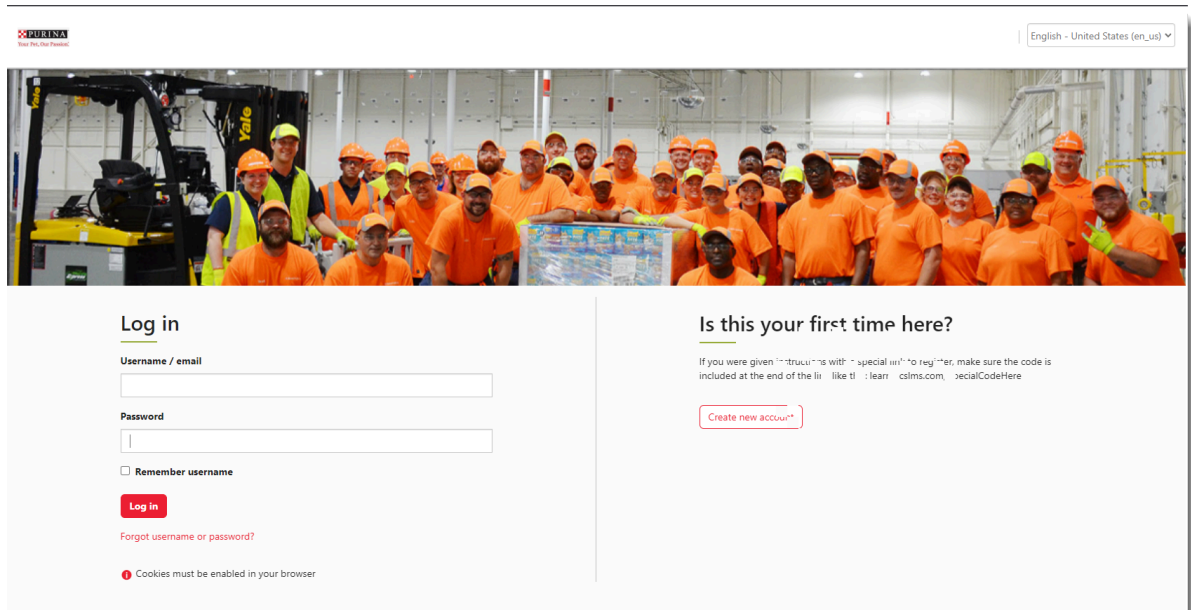


Nestle Purina Hartwell Contractor Safety Course Instructions

Overview: This guide will show you how to:

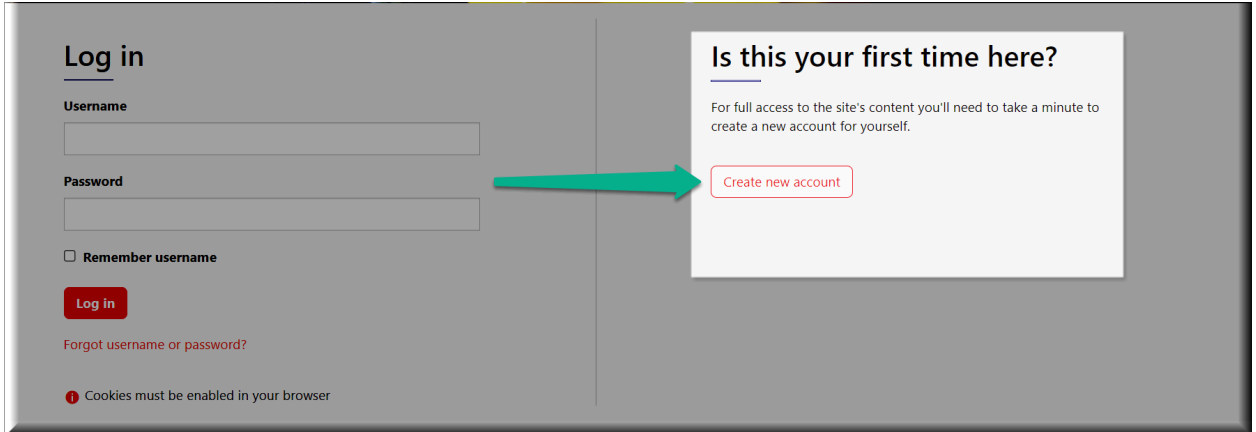
- Access the Totara LMS
- Create an account
- Complete the Nestle Purina Hartwell Contractor Safety Course
- Receive a certificate
- Log out

1. Welcome. English learners click this link <https://learn.pcslms.com/NPHAR>
Spanish learners click this link <https://learn.pcslms.com/NPHARSP>
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.)



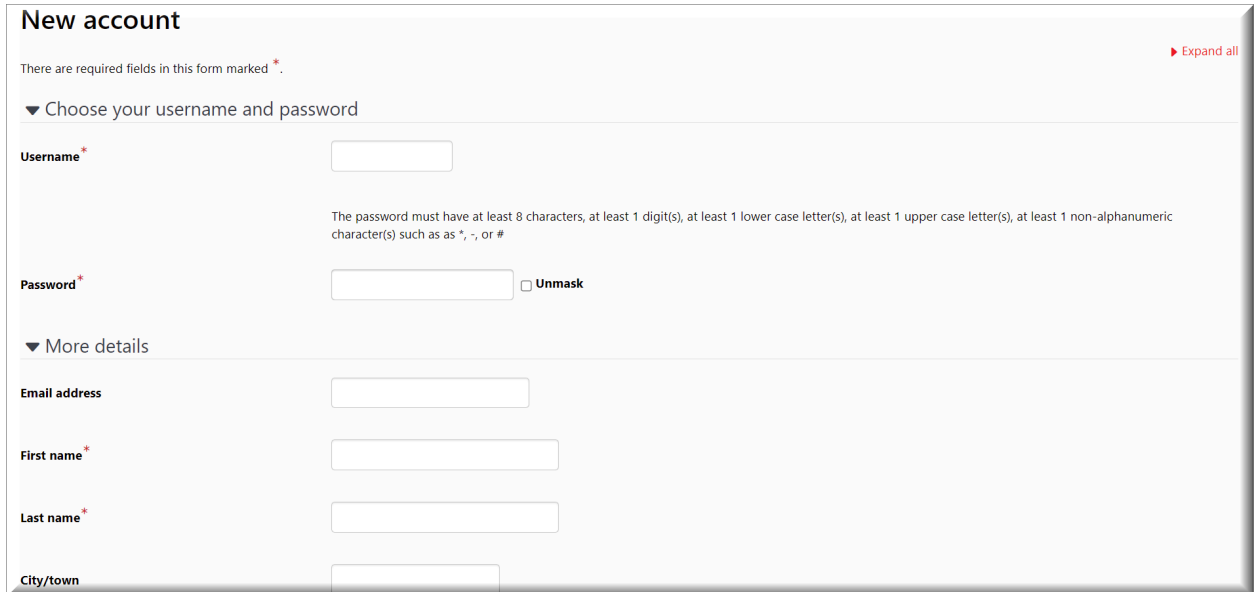
The screenshot shows the login page for the Nestle Purina Hartwell Contractor Safety Course. At the top left is the Purina logo. At the top right, there is a language dropdown menu set to "English - United States (en_us)". Below the header is a large banner image of a group of workers in orange safety gear standing in a factory setting. The main content area is divided into two columns. The left column is titled "Log in" and contains a "Username / email" field, a "Password" field, a "Remember username" checkbox, a red "Log in" button, a "Forgot username or password?" link, and a note that "Cookies must be enabled in your browser". The right column is titled "Is this your first time here?" and contains a note about special codes for registration and a red "Create new account" button.

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



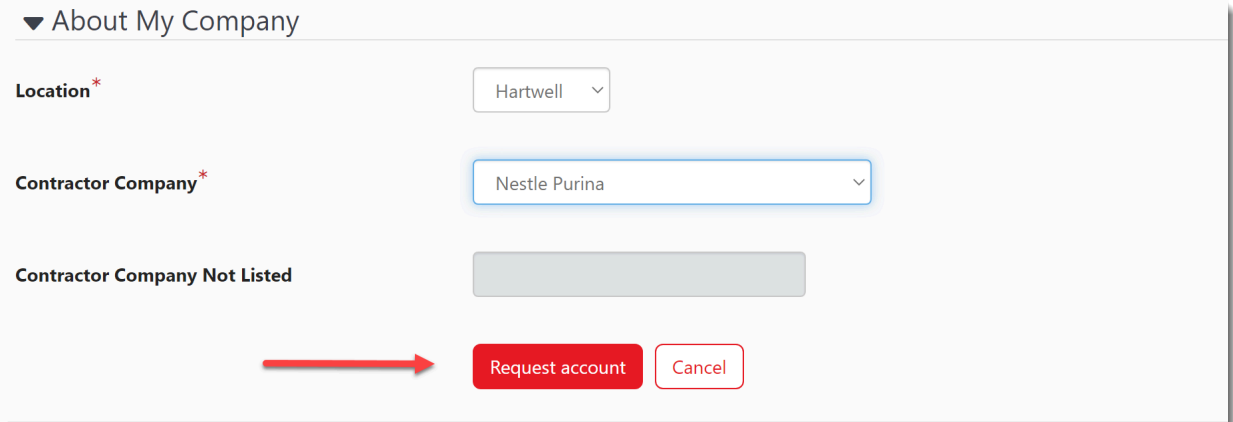
The screenshot shows a login page with a 'Log in' section on the left and a 'Is this your first time here?' section on the right. The 'Log in' section includes fields for 'Username' and 'Password', a 'Remember username' checkbox, a 'Log in' button, and a link for 'Forgot username or password?'. A red notification at the bottom states 'Cookies must be enabled in your browser'. The 'Is this your first time here?' section contains a text block explaining the need for an account and a 'Create new account' button. A green arrow points from the 'Create new account' button to the 'Log in' section.

- 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.



The 'New account' form is titled 'New account' and includes an 'Expand all' link. It contains a note: 'There are required fields in this form marked *'. The form is divided into two sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section includes a 'Username*' field, a 'Password*' field with an 'Unmask' checkbox, and a password requirement note: '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 *, -, or #'. The 'More details' section includes fields for 'Email address', 'First name*', 'Last name*', and 'City/town'.

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




▼ About My Company

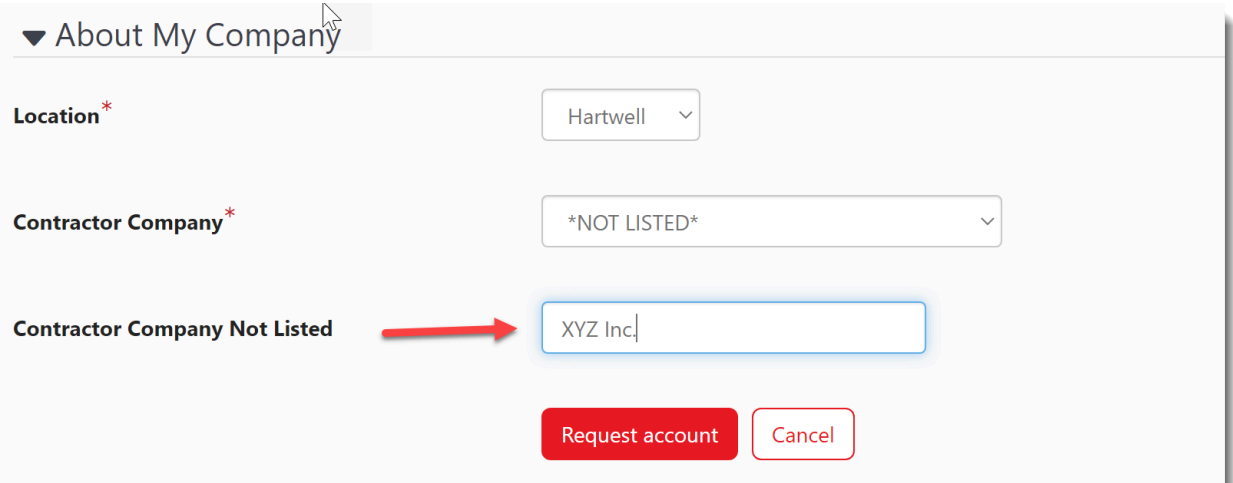
Location*

Contractor Company*

Contractor Company Not Listed




- 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.



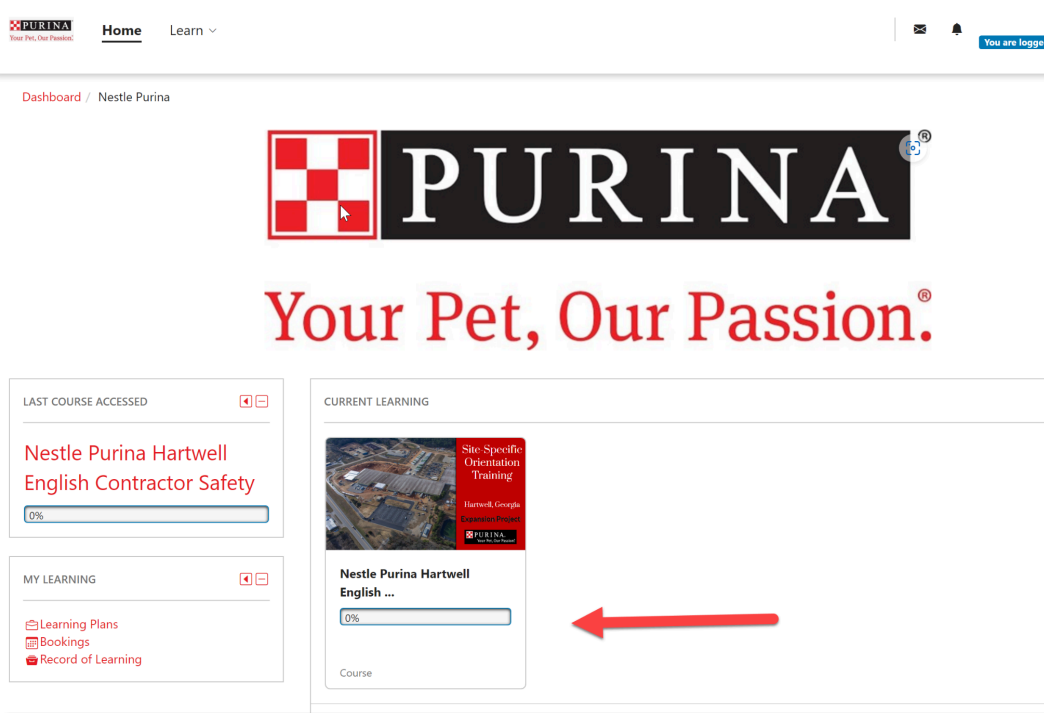
▼ About My Company

Location*

Contractor Company*

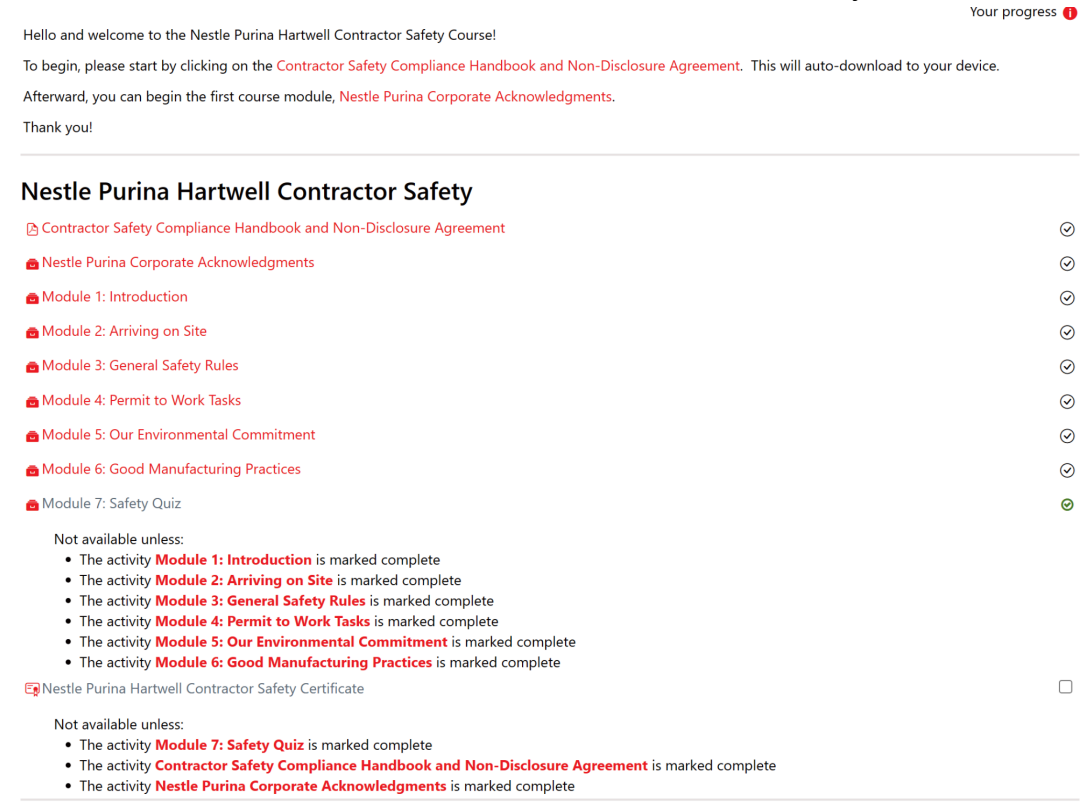
Contractor Company Not Listed 

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



The screenshot shows the Purina learning dashboard. At the top, there is a navigation bar with 'Home' and 'Learn' options. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a 'LAST COURSE ACCESSED' section showing 'Nestle Purina Hartwell English Contractor Safety' with a 0% progress bar. Below this is a 'MY LEARNING' section with links for 'Learning Plans', 'Bookings', and 'Record of Learning'. The main section is 'CURRENT LEARNING', which contains a card for 'Nestle Purina Hartwell English ...' with a 0% progress bar. A red arrow points to this card.

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



The screenshot shows the Nestle Purina Hartwell Contractor Safety course page. At the top, there is a welcome message and a progress indicator. Below this, there is a list of course modules and a progress indicator for each. The 'Nestle Purina Hartwell Contractor Safety Certificate' is listed at the bottom with a progress indicator.

Hello and welcome to the Nestle Purina Hartwell 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 Hartwell 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: Our Environmental Commitment](#)
- [Module 6: Good Manufacturing Practices](#)
- [Module 7: Safety Quiz](#)

Not available unless:

- 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: Our Environmental Commitment** is marked complete
- The activity **Module 6: Good Manufacturing Practices** is marked complete

[Nestle Purina Hartwell Contractor Safety Certificate](#)

Not available unless:

- The activity **Module 7: Safety Quiz** is marked complete
- The activity **Contractor Safety Compliance Handbook and Non-Disclosure Agreement** is marked complete
- The activity **Nestle Purina Corporate Acknowledgments** is marked complete

8. The course has 8 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.**

Your progress **1**











Hello and welcome to the Nestle Purina Hartwell 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 Hartwell Contractor Safety

 Contractor Safety Compliance Handbook and Non-Disclosure Agreement		<input type="checkbox"/>
 Nestle Purina Corporate Acknowledgments		<input type="checkbox"/>
 Module 1: Introduction		<input type="checkbox"/>
 Module 2: Arriving on Site		<input type="checkbox"/>
 Module 3: General Safety Rules		<input type="checkbox"/>
 Module 4: Permit to Work Tasks		<input type="checkbox"/>
 Module 5: Our Environmental Commitment		<input type="checkbox"/>
 Module 6: Good Manufacturing Practices		<input type="checkbox"/>
 Module 7: Safety Quiz		<input checked="" type="checkbox"/>

Not available unless:

- 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: Our Environmental Commitment** is marked complete
- The activity **Module 6: Good Manufacturing Practices** is marked complete

 [Nestle Purina Hartwell Contractor Safety Certificate](#)

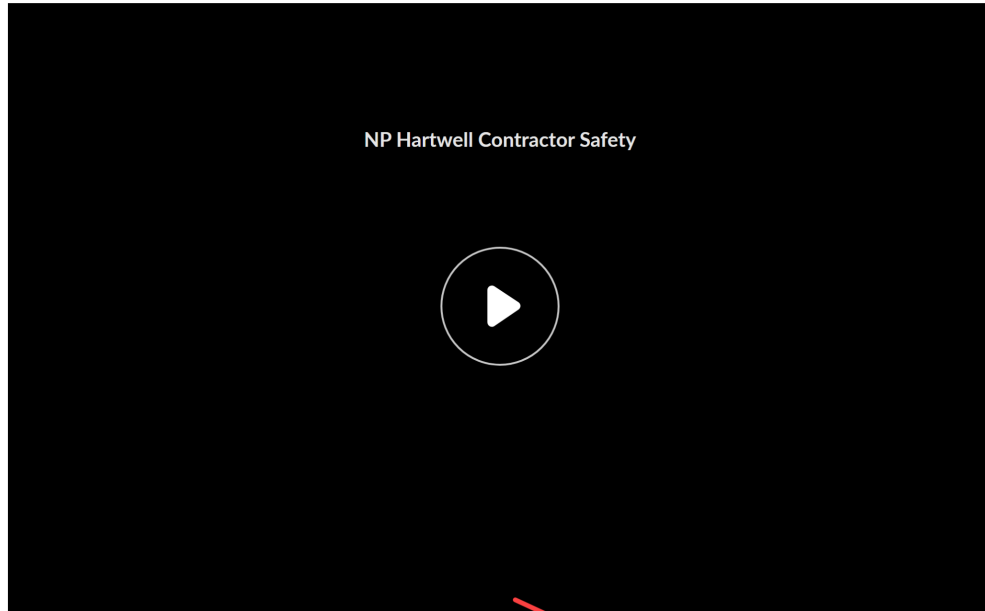
Not available unless:

- The activity **Module 7: Safety Quiz** is marked complete
- The activity **Contractor Safety Compliance Handbook and Non-Disclosure Agreement** is marked complete
- The activity **Nestle Purina Corporate Acknowledgments** is marked complete

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.

Module 4: Permit to Work Tasks

Review mode



Next activity: Module 5: Our Environmental Commitment

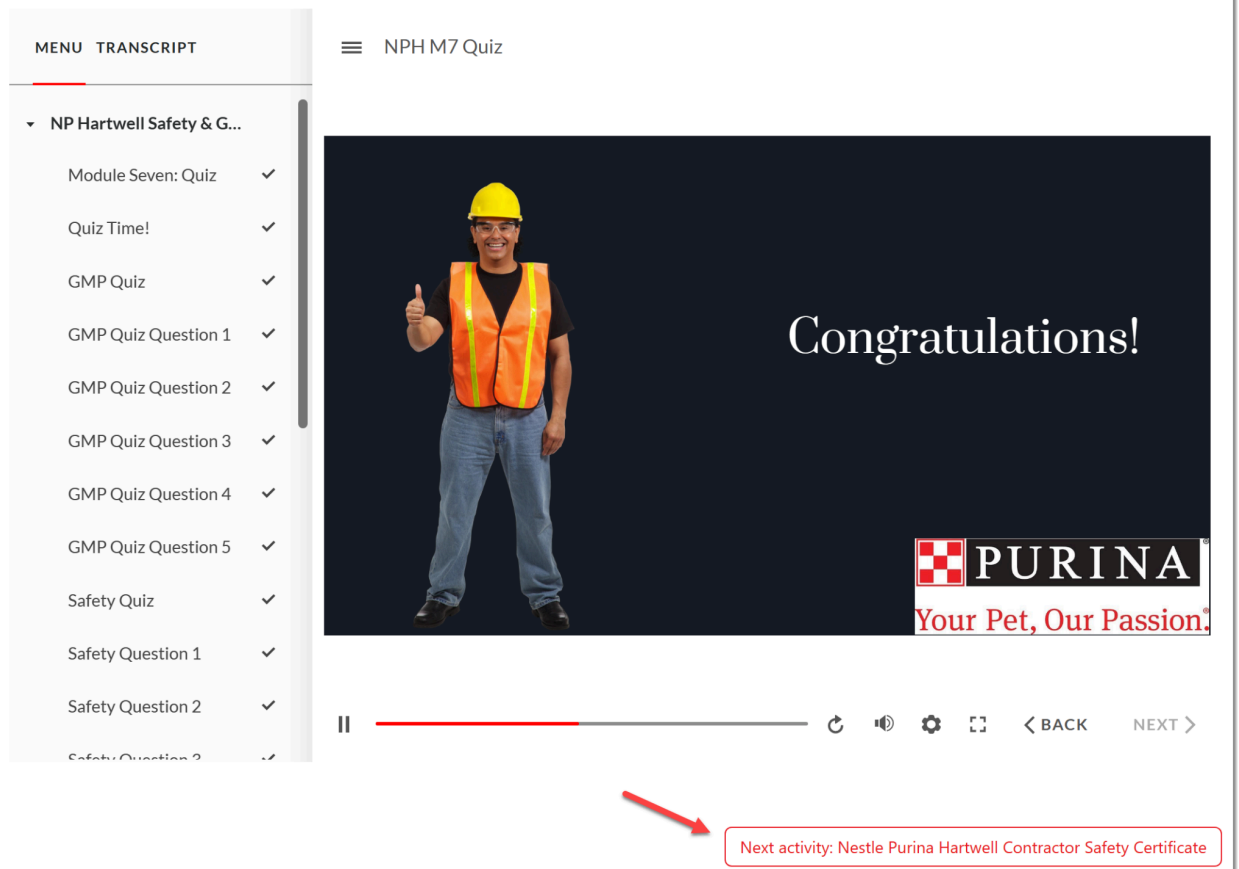
NESTLE PURINA HARTWELL ENGLISH
CONTRACTOR SAFETY

- ▶ Participants
- 📁 Grades
- ▶ General
- ▼ Nestle Purina Hartwell 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: Our Environmental Commitment
 - 📄 Module 6: Good Manufacturing Practices
 - 📄 Module 7: Safety Quiz
 - 📄 Nestle Purina Hartwell Contractor Safety Certificate

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 Hartwell Contractor Safety Certificate.”

Module 7: Safety Quiz

Review mode



MENU TRANSCRIPT

≡ NPH M7 Quiz

NP Hartwell Safety & G...

- Module Seven: Quiz ✓
- Quiz Time! ✓
- GMP Quiz ✓
- GMP Quiz Question 1 ✓
- GMP Quiz Question 2 ✓
- GMP Quiz Question 3 ✓
- GMP Quiz Question 4 ✓
- GMP Quiz Question 5 ✓
- Safety Quiz ✓
- Safety Question 1 ✓
- Safety Question 2 ✓
- Safety Question 3 ✓

CONGRATULATIONS!

PURINA
Your Pet, Our Passion.

Next activity: Nestle Purina Hartwell Contractor Safety Certificate

Summary of Previously Received Certificates

[View 3 issued certificates](#)

Issued

Tuesday, November 29, 2022,
11:35 AM

Click the button below to open your certificate in a new browser window.

[Get your certificate](#)

CERTIFICATE of ACHIEVEMENT

This is to certify that

Tim Connelly

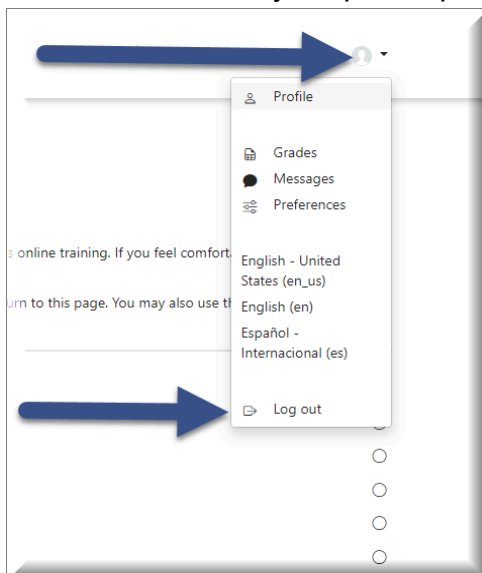
has completed the course

Nestle Purina Hartwell English Contractor Safety

November 29, 2022

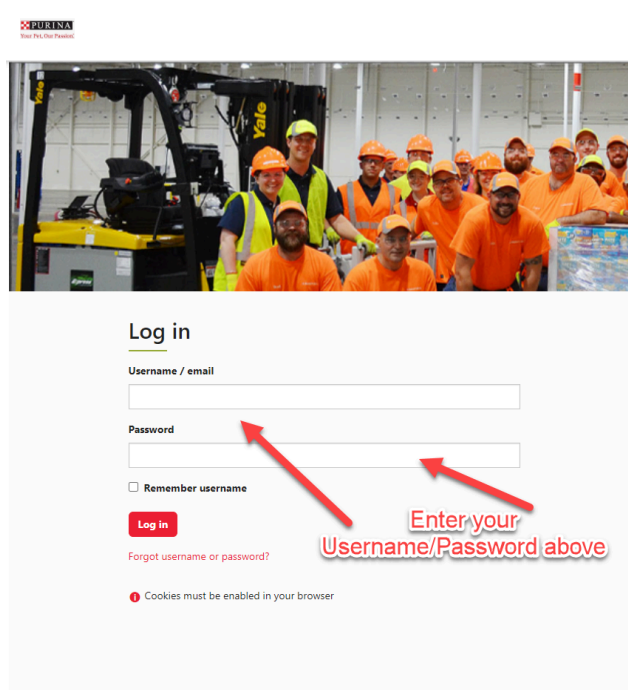
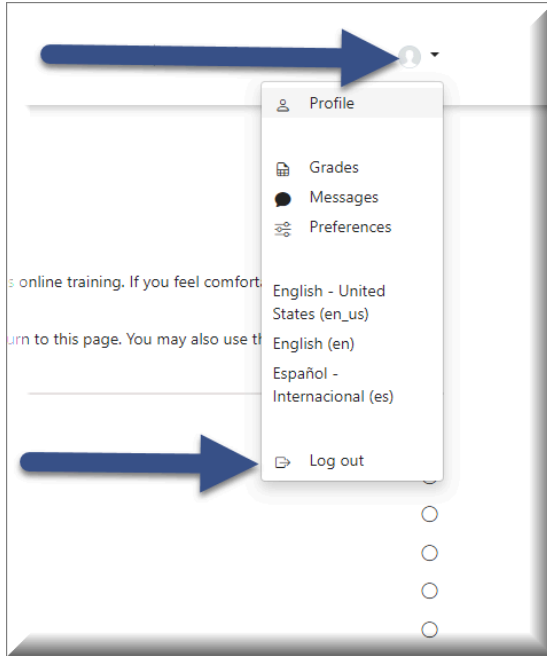
Congratulations on completing the [Nestle Purina Hartwell Contractor Safety](#) course!

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 Hartwell 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](#).