



## Nestlé Purina Hartwell Georgia 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.

[Hartwell English](#)

[Hartwell Spanish](#)

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

**Create an account**  
Already have an account? [Sign in](#)

Email address

First name Last name

Password

Date of birth ⓘ  
Month Day Year  
January

Country/Region  
United States

By clicking Create account, I agree that:

- I have read and accepted the [Terms of Use](#).
- The Adobe family of companies may keep me informed with personalized emails about products and services.

See our [Privacy Policy](#) for more details or to opt-out at any time.

[Create account](#)

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

**This step is critical to 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: 0 Overdue, 0 Upcoming Deadlines, 2 On Track
- Pending Learning: 2 Certifications, 0 Courses, 0 Learning Programs

**My Achievements**

Certificates: 4

**My Training Documents**

- Contractor Safety and Compliance Handbook Part of Corporate Safety Health and Environmenta...
- Contractor Safety and Compliance Handbook Part of HARTWELL CGMP and Site Specific (No Prer...

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

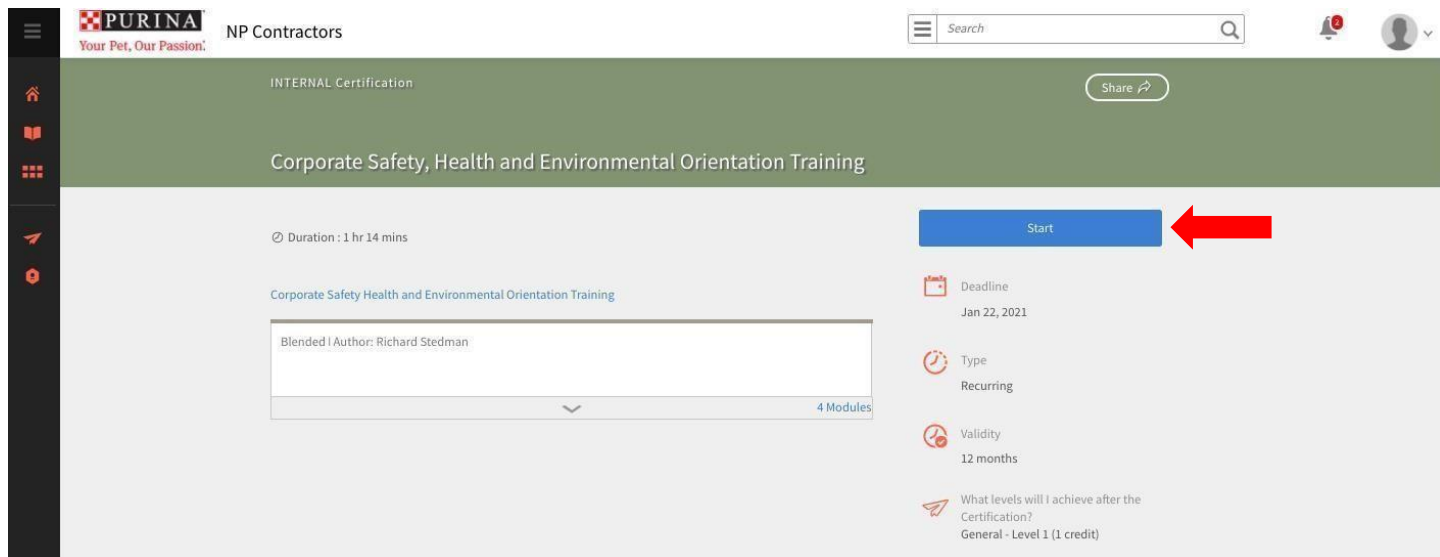
Certification - Assigned by Admin  
Due: Jan 22, 2021

**Hartwell CGMP and Site Specific (No Prerequisite)** **Visit**

Certification - Assigned by Admin  
Due: Jan 22, 2021

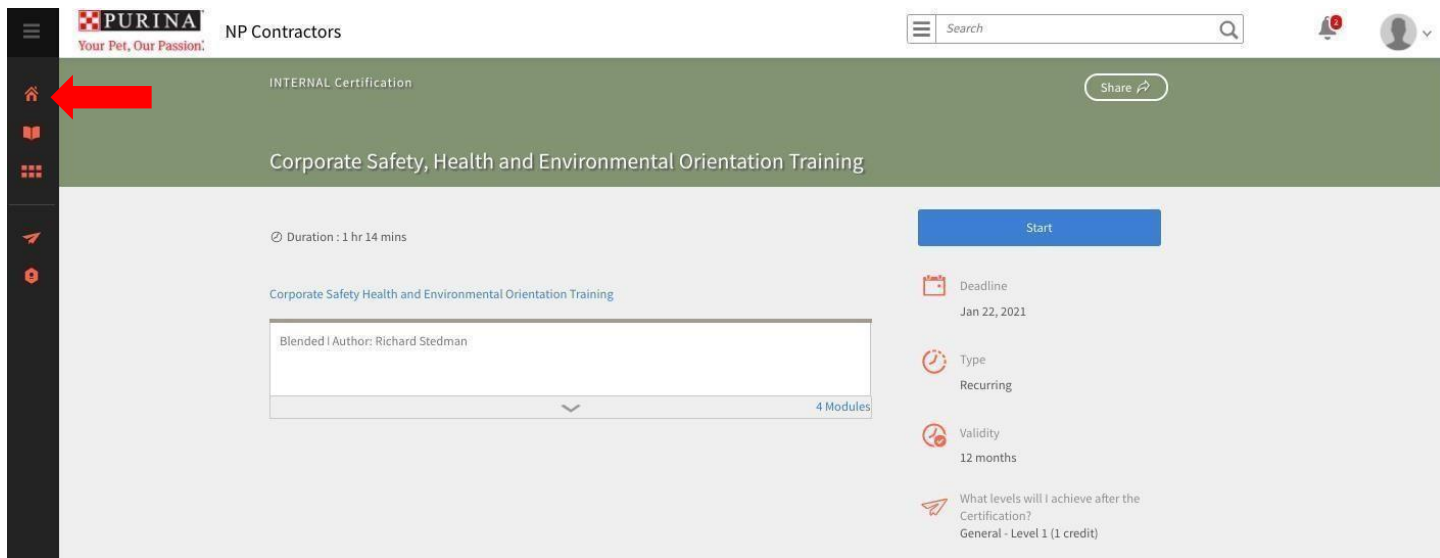
See all My Learning >

**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 the text "NP Contractors". Below this is a navigation menu with icons for Home, Courses, and Settings. The main header area is green and contains the text "INTERNAL Certification" and "Corporate Safety, Health and Environmental Orientation Training". A "Share" button is visible in the top right of the header. The main content area is white and features a "Start" button in blue, which is highlighted with a red arrow. Below the "Start" button is a list of course details: "Deadline: Jan 22, 2021", "Type: Recurring", "Validity: 12 months", and "What levels will I achieve after the Certification? General - Level 1 (1 credit)". On the left side of the main content area, there is a section for "Duration: 1 hr 14 mins" and "Corporate Safety Health and Environmental Orientation Training" with a dropdown menu showing "Blended | Author: Richard Stedman" and "4 Modules".

**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 "Start" button is no longer highlighted. Instead, the "Home" icon in the left-hand navigation toolbar is highlighted with a red arrow. The rest of the interface, including the header, main content area, and course details, remains the same.

**Step 7:** Click the **Visit** button next to the Hartwell CGMP and Site Specific course.

The screenshot shows the NP Contractors dashboard. At the top, there is a header with the Purina logo and 'NP Contractors'. A search bar and user profile are on the right. The main content area is divided into several sections:

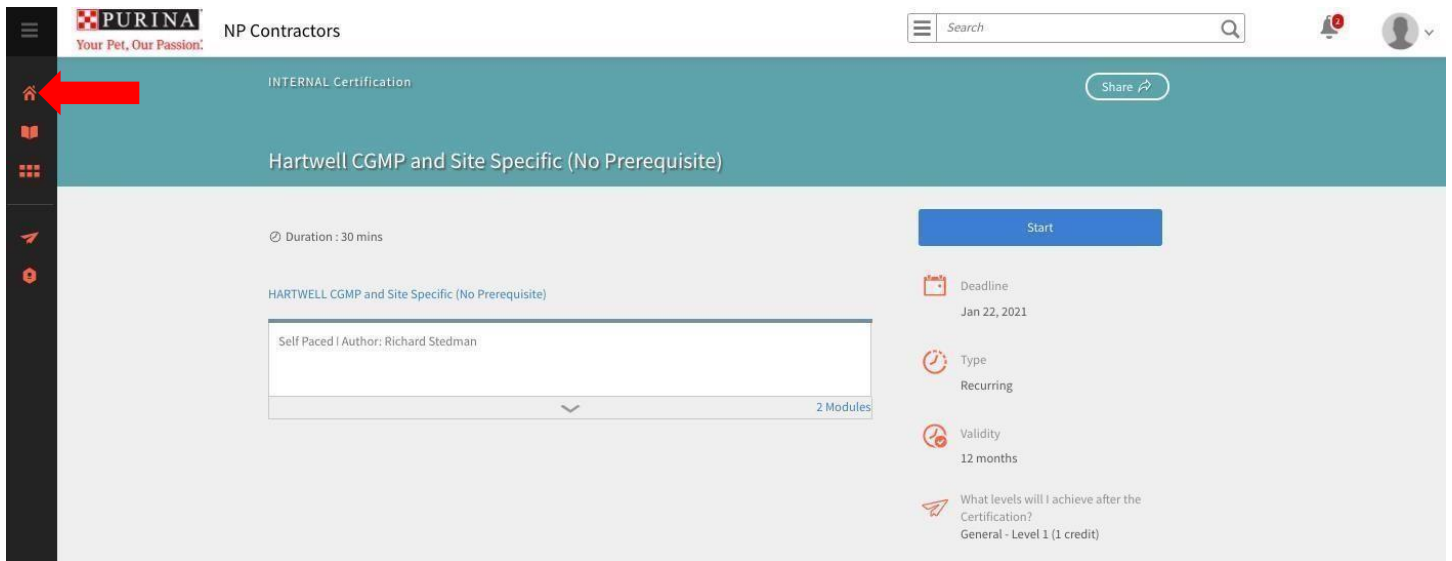
- Hi Kaitlyn Spadoni, let's learn something new today.**
- My Learning:** Contains two donut charts: 'By Deadline' (green) and 'Pending Learning' (blue). Below them are statistics: 0 Overdue, 0 Upcoming Deadlines, 2 On Track, 2 Certifications, 0 Courses, and 0 Learning Programs.
- My Achievements:** Shows a 'Certificates' section with a count of 4.
- My Training Documents:** Lists documents like 'Contractor Safety and Compliance Handbook'.
- Course List:** Two courses are listed: 'Corporate Safety, Health and Environmental Orientation Training' and 'Hartwell CGMP and Site Specific (No Prerequisite)'. The 'Visit' button for the second course is highlighted with a red arrow.

**Step 8:** Click **Start** to begin the Hartwell CGMP and 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.

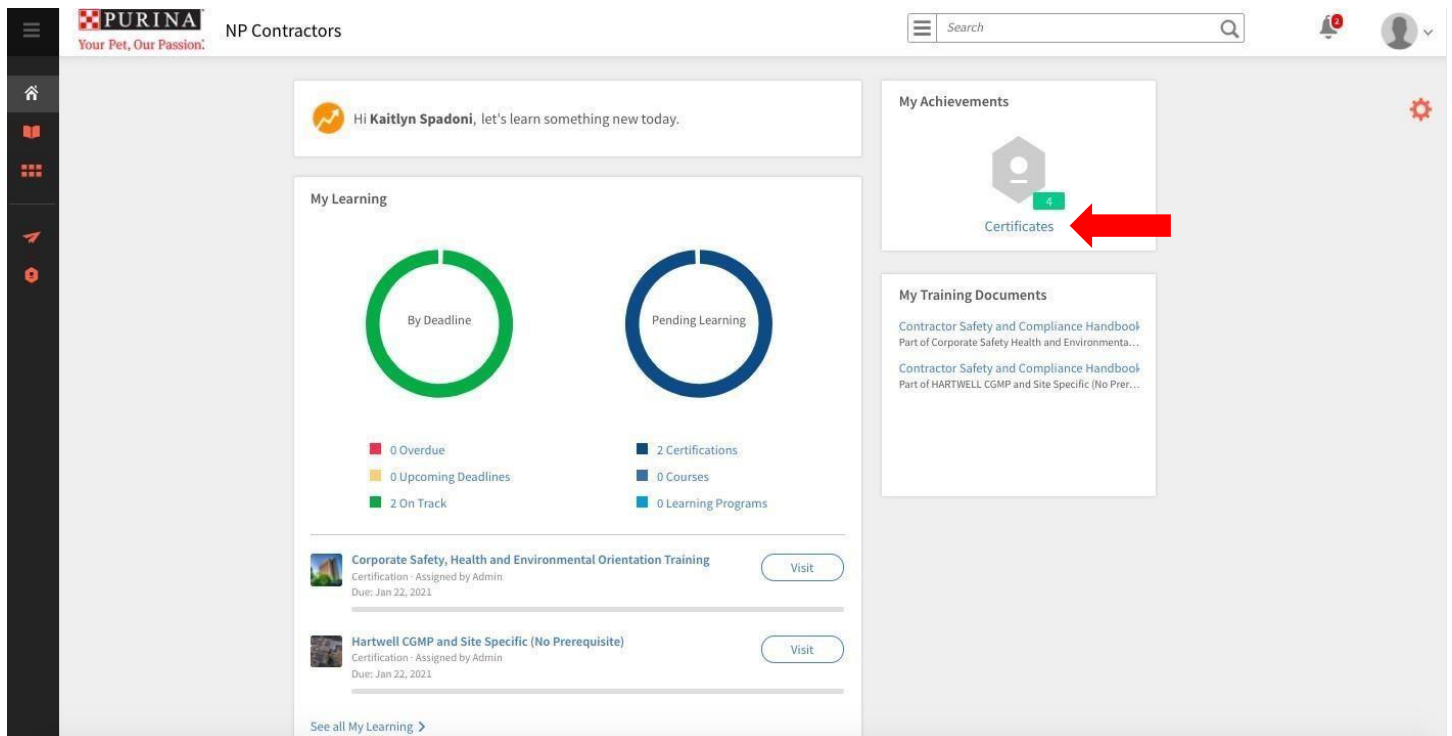
The screenshot shows the course page for 'Hartwell CGMP and Site Specific (No Prerequisite)'. The page has a teal header with 'INTERNAL Certification' and a 'Share' button. The course title is prominently displayed. Below the title, the following information is shown:

- Duration:** 30 mins
- Author:** Richard Stedman
- Modules:** 2 Modules
- Start Button:** A large blue button labeled 'Start' is highlighted with a red arrow.
- Course Details:**
  - Deadline:** Jan 22, 2021
  - Type:** Recurring
  - Validity:** 12 months
  - Levels:** General - Level 1 (1 credit)

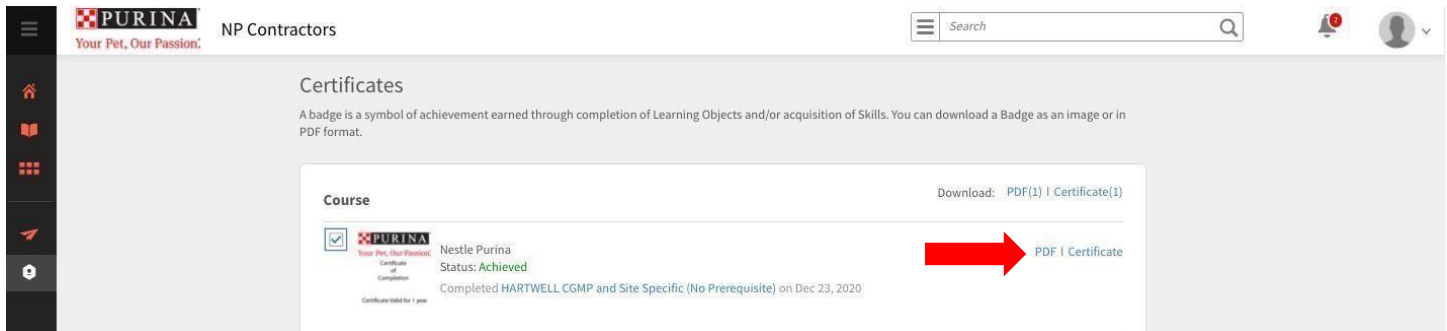
**Step 9:** Once you have completed both courses, you can now download your Certificates. Return to the home screen of your Learner Portal, by click the **Home** Icon.



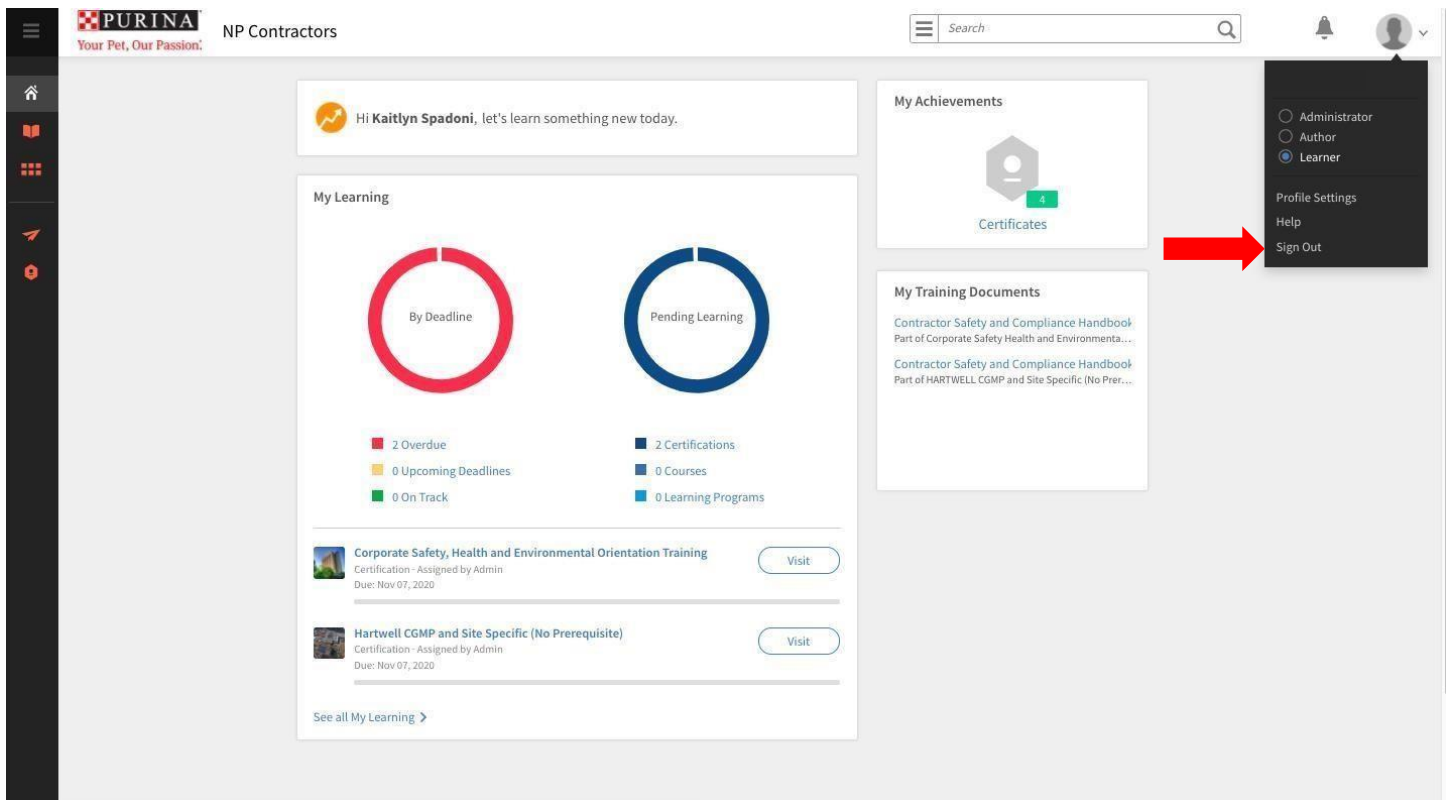
**Step 10:** Click **Certificates**, located under My Achievements on the right side of the screen.



**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  
Instructional Designer

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

856 -514-8562