



Navigate to and Search Contractor Inductions

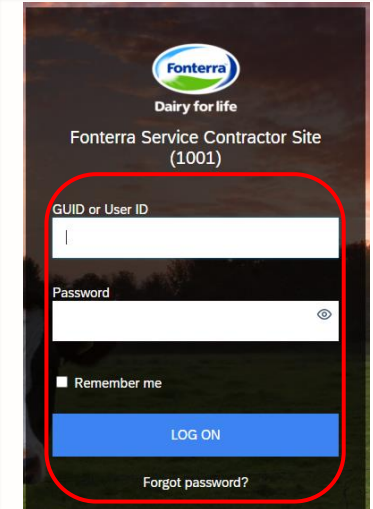
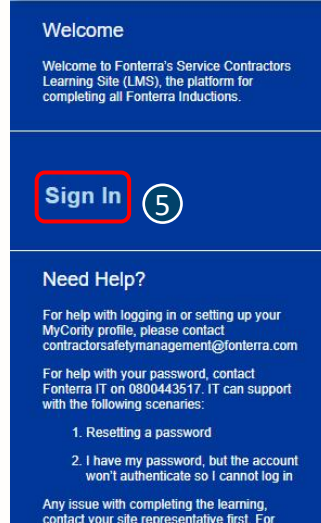
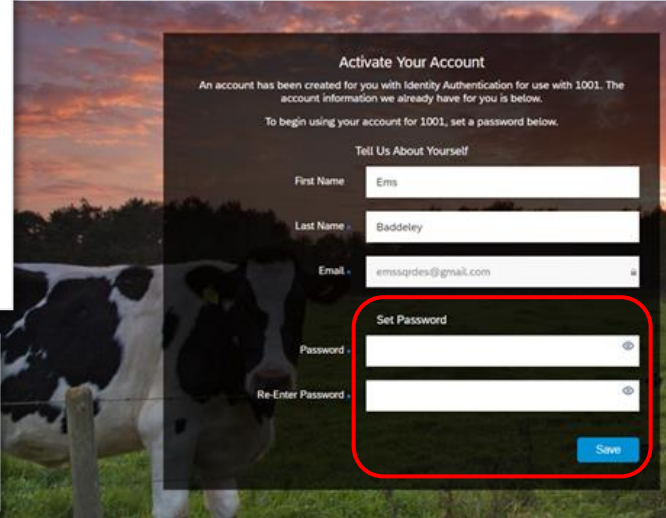
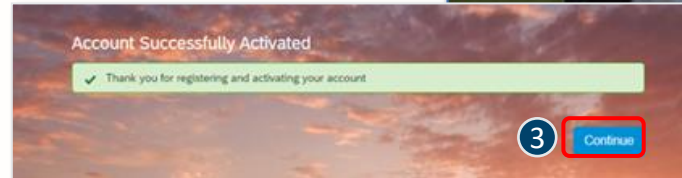
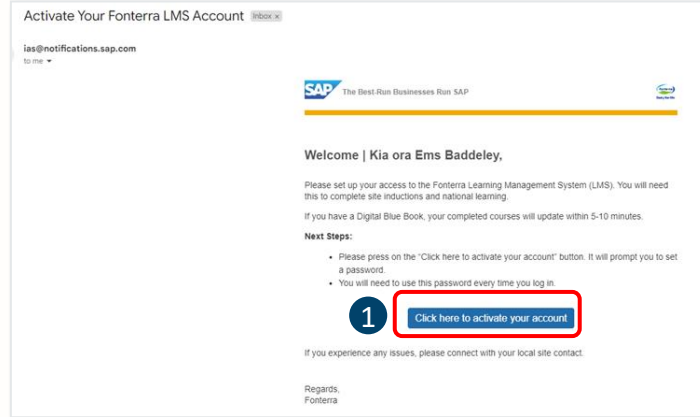
This one-point lesson describes how Contractor Individuals activate their Fonterra Service Contractors Learning Management System (LMS) account and search inductions.

New Users

- 1 When you are added to Contractor Safety Management in Cority, you will receive an email invitation from SAP to Activate your Fonterra LMS Account. In this email, click on **Click here to activate your account**.
- 2 This takes you to the **Activate Your Account** page, where your name and email will be auto-populated to match your details for Cority. To activate your account and set your password, **enter your password twice** and click **Save**.
- 3 You will receive on-screen notification that your account has been successfully activated. Click **Continue**.
- 4 This takes you to the [Fonterra Service Contractors Learning Site \(LMS\)](#). Go to page 2 to navigate the LMS.

Existing Users

- 5 **Existing User** go to: [Fonterra Service Contractors Learning Site \(LMS\)](#). On the landing page, click **Sign In**.
- 6 On the next screen enter your:
 - **User ID** (your email)
 - **Password**
 - Tick the **Remember me** tick box
 - Click **LOG ON**
 Go to page 2 to navigate the LMS.



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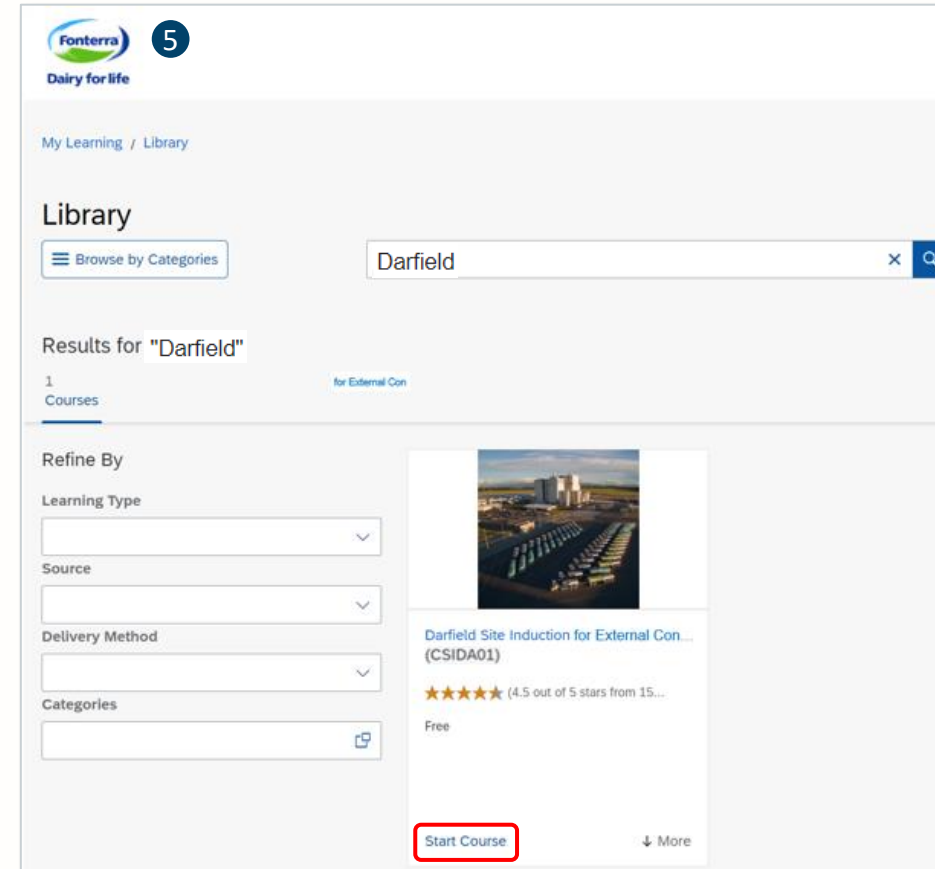
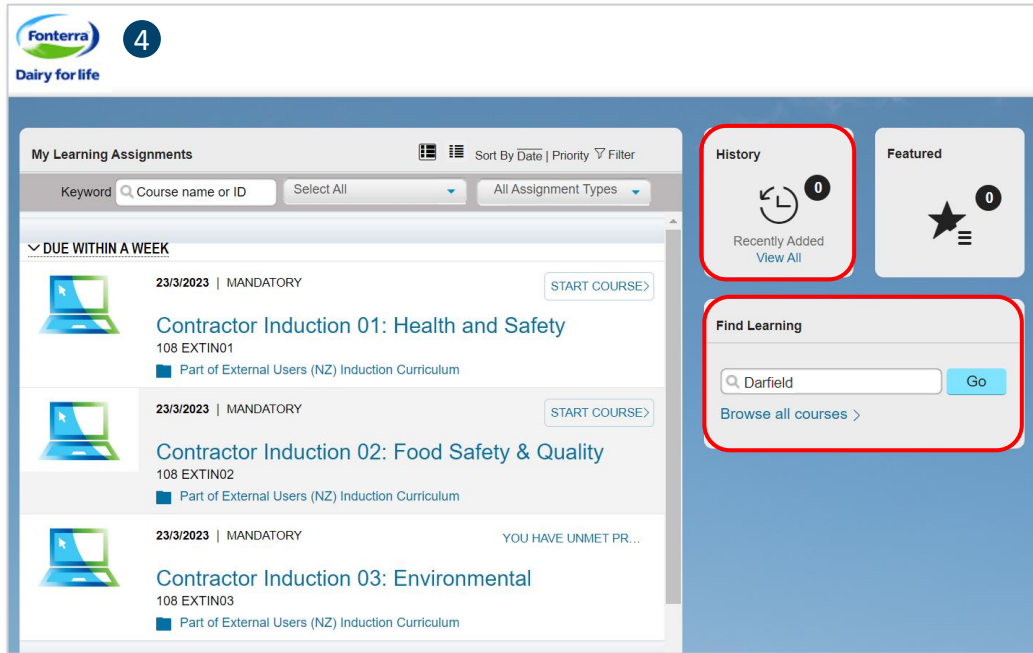
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4 On the **My Learning Assignments** page:

- Search for the induction you are required to complete by entering the **Course name** (or site name) in the **Find Learning** field
- Click **Go**.

5 On the Library page:

- Click **Start Course** for the induction you are required to complete



Course completion is recorded on the My Learning Assignments page by clicking the History tile. You can also print a completion certificate from the History tile, by clicking the print icon.

