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

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.

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**.

You will receive on-screen notification that your account has been successfully activated.

Click **Continue**.

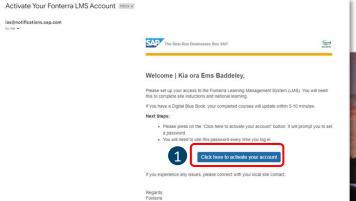
This takes you to the Fonterra Service Contractors Learning Site (LMS)
Go to page 2 to navigate the LMS.

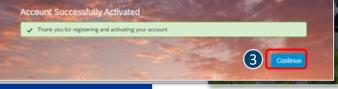
Existing Users

Existing User go to: Fonterra Service Contractors Learning Site (LMS)
On the landing page, click Sign In.

- 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.







To begin using your account for 1001, set a pass

Welcome

Welcome to Fonterra's Service Contractors Learning Site (LMS), the platform for completing all Fonterra Inductions.



Need Help?

For help with logging in or setting up your MyCority profile, please contact contractorsafetymanagement@fonterra.com

For help with your password, contact Fonterra IT on 0800443517. IT can support with the following scenaries:

- Resetting a password
- I have my password, but the account won't authenticate so I cannot log in

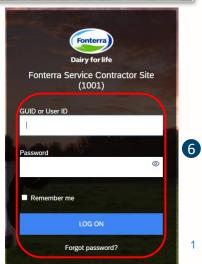
Any issue with completing the learning,

Fonterra Service Contractors Learning Site



INFORM: Before you can log in to complete Fonterra inductions, you will need to have a Cority profile. Once your Cority profile has been set up, you can then log in using the same email address you use to access your Digital Blue Book profile in myCority.

If you have not received any email invitations from Fonterra to join our Cority system, please email us at contractorsafetymanagement@fonterra.com



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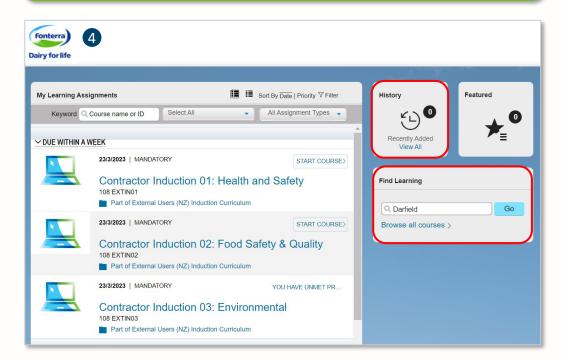


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On the **My Learning Assignments** page:

print icon.

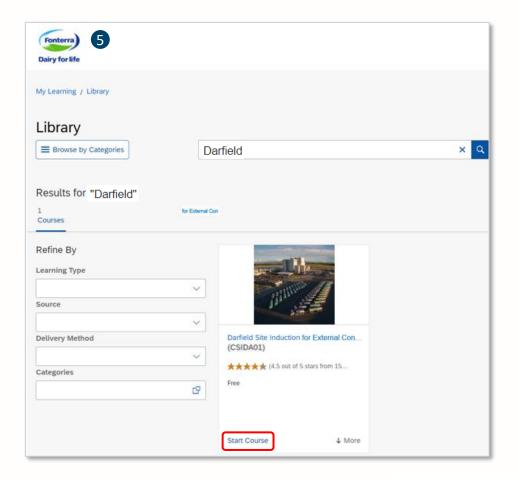
- Search for the induction you are required to complete by entering the Course name (or site name) in the Find Learning field
- · Click Go.



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

On the Library page:

• Click Start Course for the induction you are required to complete



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