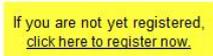
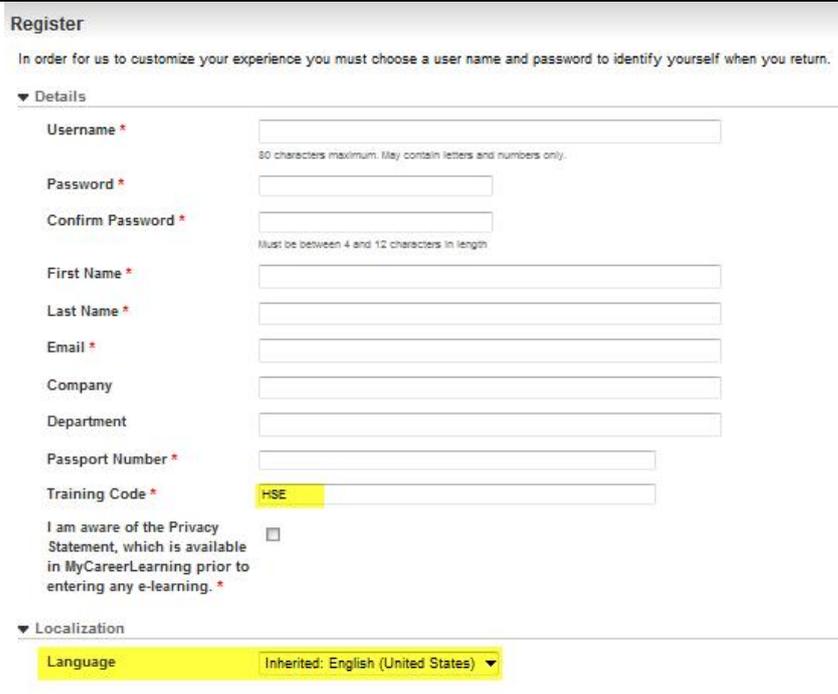
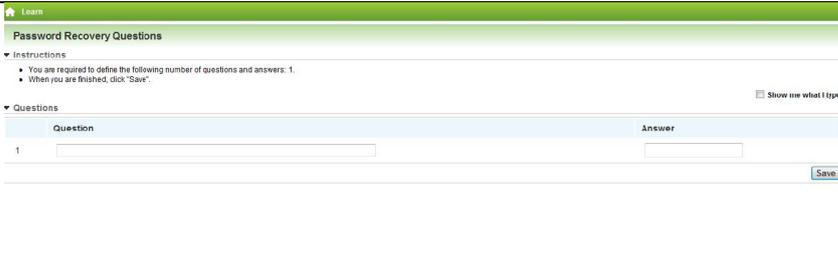
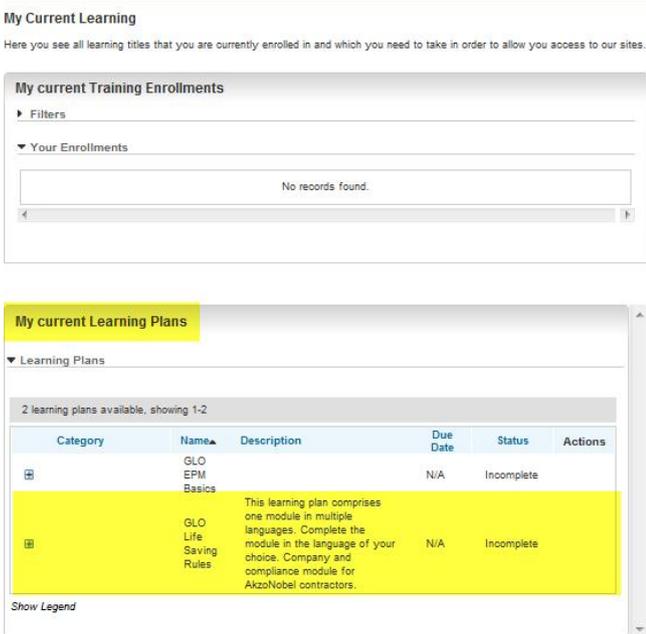
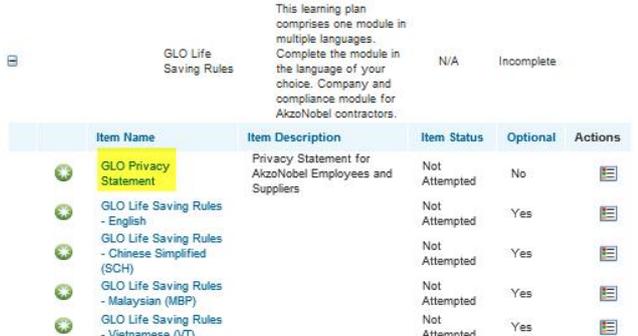
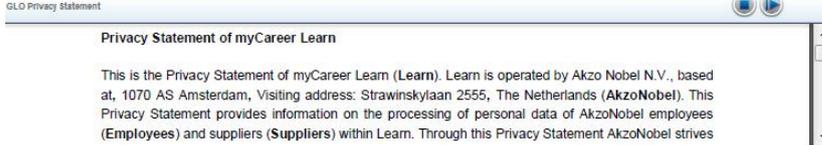
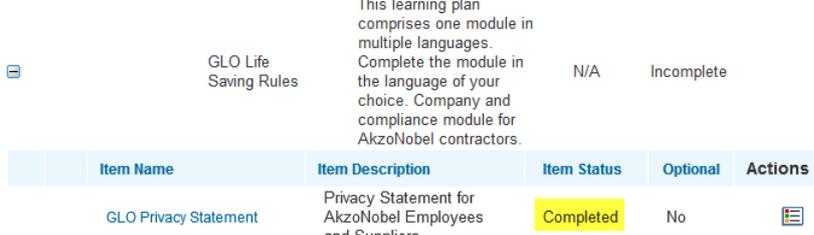
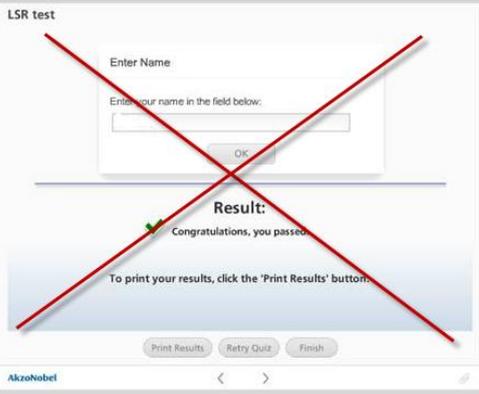
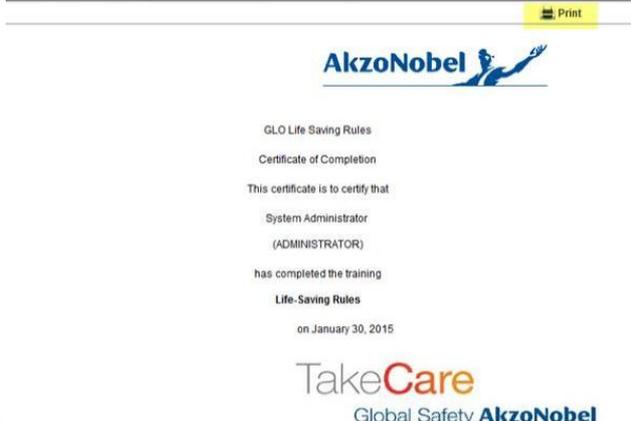


Instructions MyCareerLearning External Portal – GLO Life Saving Rules

1.	<p>Go to: https://akzonobel.learn.taleo.net/suite/external</p>	
2.	<p>Go to: "Click here to register now".</p>	
3.	<p>Fill in your information:</p> <ul style="list-style-type: none"> - Choose your own username and password; - All fields containing a * are obligatory; - Fill in the training code HSE; - Choose your language 	
4.	<p>You can choose several languages here, for example Dutch.</p>	
5.	<p>Click on Next Step <i>(you will find this in the upper and lower right corner of your screen)</i></p>	
6.	<p>Proceed by entering the "Password Recovery Question" and "Answer", then click Save. <i>This question can be something only you know for example "What is my mother's maiden name?" or "What is my dog's name?". In the field "Answer" provide an answer to this question.</i></p>	
7.	<p>You have now successfully registered!</p> <p>To go to your training, go to "My Current Learning" on the left side menu.</p>	

<p>8.</p> <p>Once arrived at “My Current Learning” scroll down to the bottom of the page. Here you will find “My Current Learning Plans”.</p> <p>And then you will see GLO Life Saving Rules</p>		 <p>My Current Learning Here you see all learning titles that you are currently enrolled in and which you need to take in order to allow you access to our sites.</p> <p>My current Training Enrollments</p> <p>Filters</p> <p>Your Enrollments</p> <p>No records found.</p> <p>My current Learning Plans</p> <p>Learning Plans</p> <p>2 learning plans available, showing 1-2</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Name</th> <th>Description</th> <th>Due Date</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td>GLO EPM Basics</td> <td></td> <td>N/A</td> <td>Incomplete</td> <td></td> </tr> <tr> <td></td> <td>GLO Life Saving Rules</td> <td>This learning plan comprises one module in multiple languages. Complete the module in the language of your choice. Company and compliance module for AkzoNobel contractors.</td> <td>N/A</td> <td>Incomplete</td> <td></td> </tr> </tbody> </table> <p>Show Legend</p>	Category	Name	Description	Due Date	Status	Actions		GLO EPM Basics		N/A	Incomplete			GLO Life Saving Rules	This learning plan comprises one module in multiple languages. Complete the module in the language of your choice. Company and compliance module for AkzoNobel contractors.	N/A	Incomplete													
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<p>9.</p> <p>Click on the plus to expand the menu and see more options.</p>																																
<p>10.</p> <p>Once you have opened the learning plan, first click and view the GLO Privacy Statement</p>		 <p>This learning plan comprises one module in multiple languages. Complete the module in the language of your choice. Company and compliance module for AkzoNobel contractors.</p> <table border="1"> <thead> <tr> <th>Item Name</th> <th>Item Description</th> <th>Item Status</th> <th>Optional</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>GLO Privacy Statement</td> <td>Privacy Statement for AkzoNobel Employees and Suppliers</td> <td>Not Attempted</td> <td>No</td> <td></td> </tr> <tr> <td>GLO Life Saving Rules - English</td> <td></td> <td>Not Attempted</td> <td>Yes</td> <td></td> </tr> <tr> <td>GLO Life Saving Rules - Chinese Simplified (SCH)</td> <td></td> <td>Not Attempted</td> <td>Yes</td> <td></td> </tr> <tr> <td>GLO Life Saving Rules - Malaysian (MBP)</td> <td></td> <td>Not Attempted</td> <td>Yes</td> <td></td> </tr> <tr> <td>GLO Life Saving Rules - Vietnamese (VT)</td> <td></td> <td>Not Attempted</td> <td>Yes</td> <td></td> </tr> </tbody> </table>	Item Name	Item Description	Item Status	Optional	Actions	GLO Privacy Statement	Privacy Statement for AkzoNobel Employees and Suppliers	Not Attempted	No		GLO Life Saving Rules - English		Not Attempted	Yes		GLO Life Saving Rules - Chinese Simplified (SCH)		Not Attempted	Yes		GLO Life Saving Rules - Malaysian (MBP)		Not Attempted	Yes		GLO Life Saving Rules - Vietnamese (VT)		Not Attempted	Yes	
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<p>11.</p> <p>Here you will find te AkzoNobel Privacy Statement for contractors. After you have viewed and read it, close the window.</p>		 <p>GLO Privacy Statement</p> <p>Privacy Statement of myCareer Learn</p> <p>This is the Privacy Statement of myCareer Learn (Learn). Learn is operated by Akzo Nobel N.V., based at, 1070 AS Amsterdam, Visiting address: Strawinskylaan 2555, The Netherlands (AkzoNobel). This Privacy Statement provides information on the processing of personal data of AkzoNobel employees (Employees) and suppliers (Suppliers) within Learn. Through this Privacy Statement AkzoNobel strives</p>																														
<p>12.</p> <p>You can close the window by clicking the “stop” sign.</p>																																
<p>13.</p> <p>This will take you back to “My Current Learning”. You will be able to see that the GLO Privacy Statement now has the status “Completed”.</p>		 <p>This learning plan comprises one module in multiple languages. Complete the module in the language of your choice. Company and compliance module for AkzoNobel contractors.</p> <table border="1"> <thead> <tr> <th>Item Name</th> <th>Item Description</th> <th>Item Status</th> <th>Optional</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>GLO Privacy Statement</td> <td>Privacy Statement for AkzoNobel Employees and Suppliers</td> <td>Completed</td> <td>No</td> <td></td> </tr> </tbody> </table>	Item Name	Item Description	Item Status	Optional	Actions	GLO Privacy Statement	Privacy Statement for AkzoNobel Employees and Suppliers	Completed	No																					
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<p>14.</p> <p>Now that you have finishes this, scroll down in the learning plan and look up the desired language. Click on it. This will open a new browser.</p>		<p style="text-align: center;">GLO Life Saving Rules - Dutch (NL)</p>																														
<p>15.</p> <p>In this new browser, go to “Click here to launch the course” to start the training.</p>		<p style="text-align: center;">GLO Life Saving Rules - Dutch (NL)</p> <p style="text-align: center;">Click here to launch the course...</p>																														

<p>16.</p>	<p>The training will start now. Proceed with completing it.</p>															
<p>17.</p>	<p>Once finish the training, close it without willing to print the certificate. (Click on the x in the upper right corner, after that see step 12.)</p>															
<p>18.</p>	<p>Now go for "My Learning History". Here you will see that in your learning plan, the status will be "Completed" and a certificate will be visible.</p>	<table border="1"> <thead> <tr> <th>Category</th> <th>Name▲</th> <th>Description</th> <th>Status</th> <th>Due Date</th> <th>Completed Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td>GLO Life Saving Rules</td> <td>This learning plan comprises one module in multiple languages. Complete the module in the language of your choice. Company and compliance module for AkzoNobel contractors.</td> <td>Completed</td> <td>N/A</td> <td>30/01/2015</td> <td></td> </tr> </tbody> </table>	Category	Name▲	Description	Status	Due Date	Completed Date	Actions		GLO Life Saving Rules	This learning plan comprises one module in multiple languages. Complete the module in the language of your choice. Company and compliance module for AkzoNobel contractors.	Completed	N/A	30/01/2015	
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<p>20.</p>	<p>Open the certificate and click "Print".</p>															
<p>21.</p>	<p>Choose the correct printer and print your certificate.</p>	