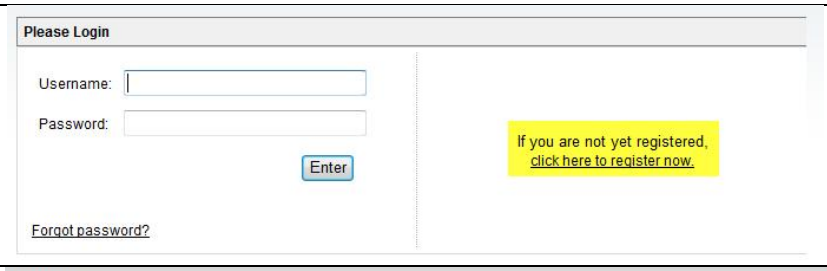
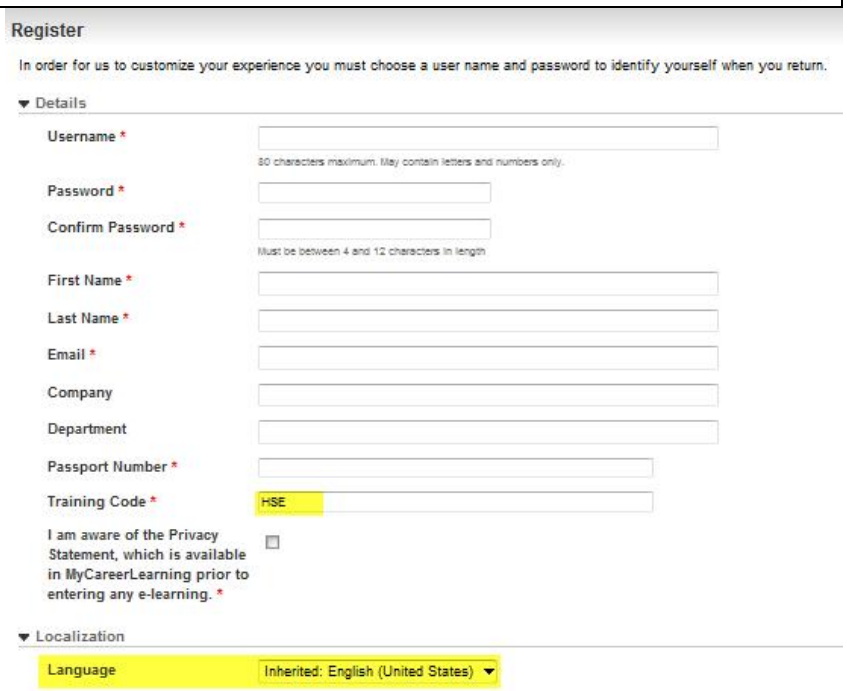
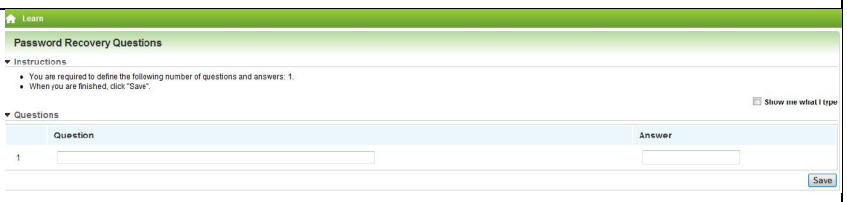
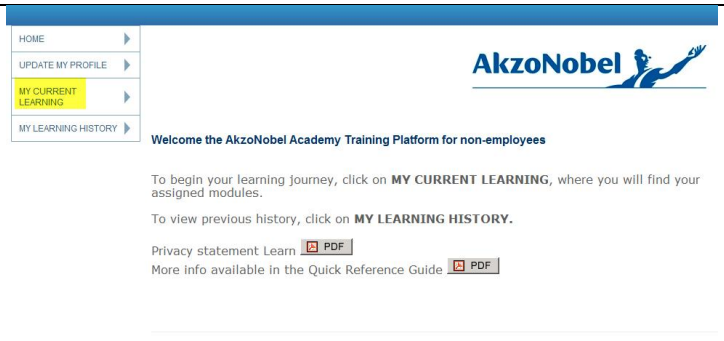
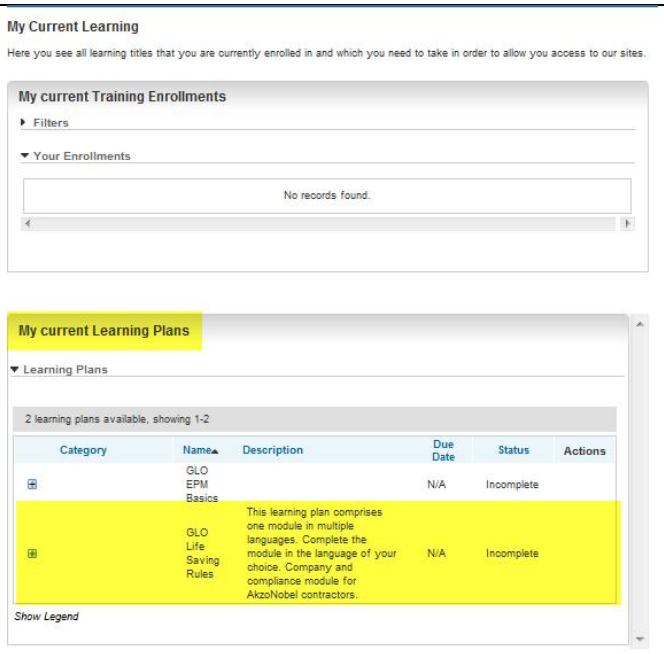
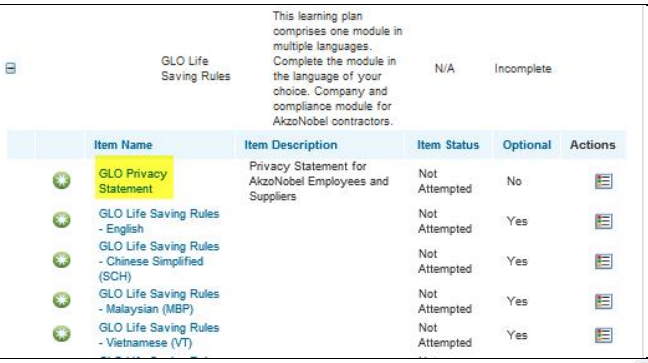
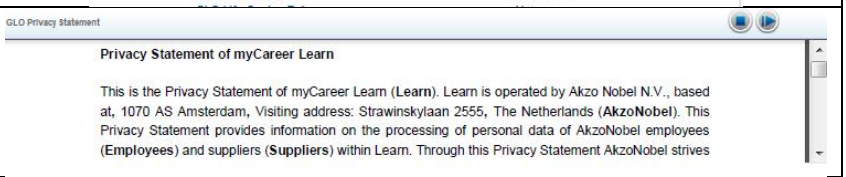
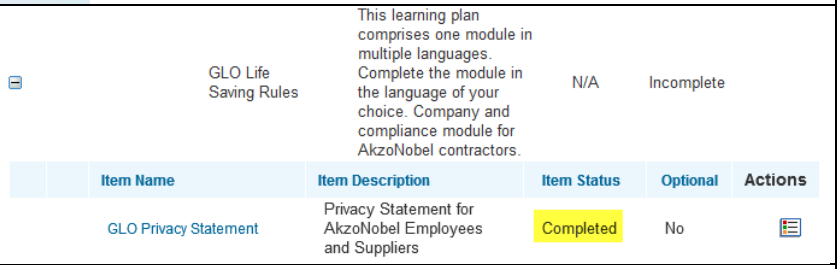
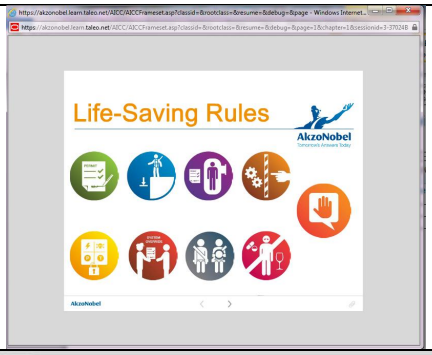
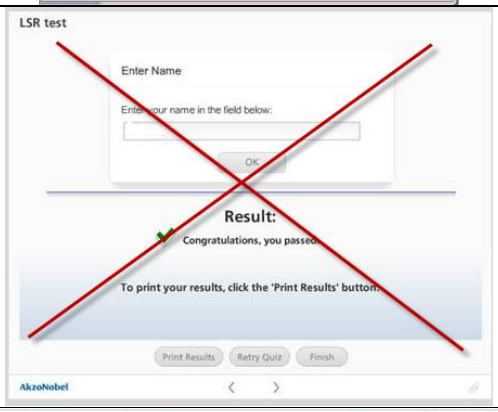
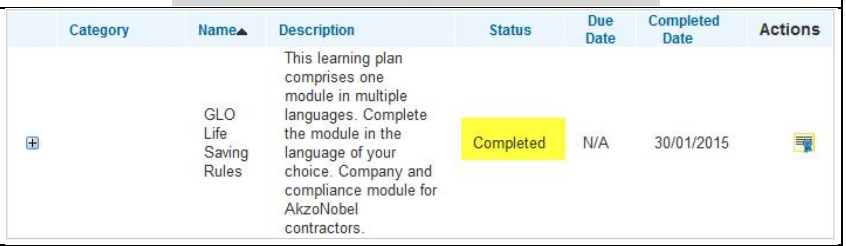
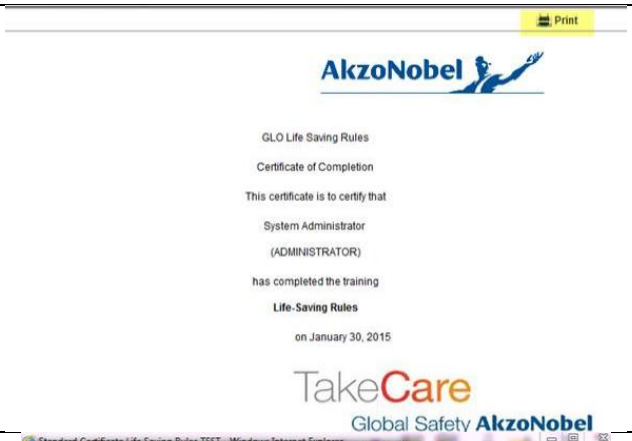
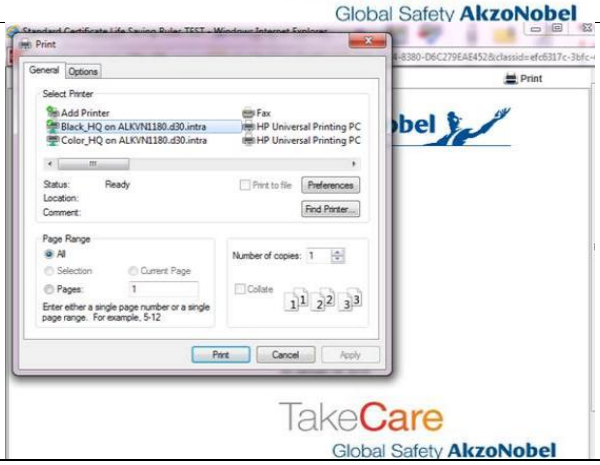
Instructions MyCareerLearning External Portal – GLO Life Saving Rules

1.	Go to: https://akzonobel.learn.taleo.net/suite/external	
2.	Go to: "Click here to register now".	
3.	Fill in your information: - Choose your own username and password; - All fields containing a * are obligatory; - Fill in the training code HSE; - Choose your language	
4.	You can choose several languages here, for example Dutch.	
5.	Click on Next Step *(you will find this in the upper and lower right corner of your screen)*	
6.	Proceed by entering the "Password Recovery Question" and "Answer" , then click Save. *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.*	
7.	You have now successfully registered! To go to your training, go to "My Current Learning" on the left side menu.	

8.	Once arrived at "My Current Learning" scroll down to the bottom of the page. Here you will find "My Current Learning Plans". And then you will see GLO Life Saving Rules	
9.	Click on the plus to expand the menu and see more options.	
10.	Once you have opened the learning plan, first click and view the GLO Privacy Statement	
11.	Here you will find te AkzoNobel Privacy Statement for contractors. After you have viewed and read it, close the window.	
12.	You can close the window by clicking the "stop" sign.	
13.	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".	
14.	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.	
15.	In this new browser, go to "Click here to launch the course" to start the training.	

16.	The training will start now. Proceed with completing it.	
17.	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.)	
18.	Now go tor "My Learning History". Here you will see that in your learning plan, the status will be "Completed" and a certificate will be visible.	
19.	Click the certificate.	
20.	Open the certificate and click "Print".	
21.	Choose the correct printer and print your certificate.