

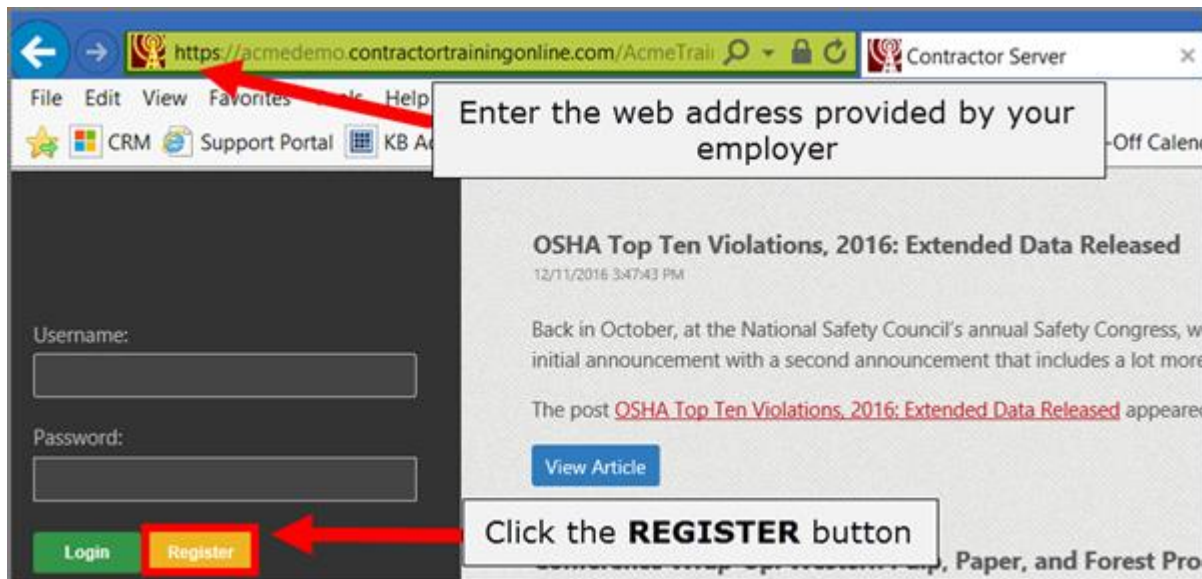
Announcing Our New Convergence Contractor LMS Online Contractor Orientation Program

We are pleased to announce that we are now using an online Contractor/Visitor Orientation program to conduct our site orientation procedures.

To complete the training, you will need:

- Access to a **computer** that is connected to the Internet
- Internet Explorer or Google Chrome installed on the computer
- An **email address**. The email address will become the Username that you will use to login to the online training system. **If you do not have an email address**, you can get one for free at Google, Hotmail, Yahoo, or similar sites.

Self-Registration



Step 1: Open a Web Browser and Launch the LMS

1. Launch Internet Explorer or Google Chrome
2. Enter this web address in the web address field:
<https://gpgypsumtacoma.contractortrainingonline.com/TacomaTraining>
3. The Contractor LMS Landing Page will appear
4. Click the **Register** button

Step 2: Search and Select Your Company

1. Type in all or part of your employer's company name in the search field
2. Click the **Go** button
3. Check the checkbox to the left of your company name

Note: If your company is not listed, select the checkbox to the left of "**Other**" if it appears as an option. If "**Other**" is not an option, contact your company representative.

4. Click the **Next** button at the bottom of the screen

Step 3: Enter Your Information

Note: *Red Fields = Required Entry Fields - Black Fields = Optional Entry Fields*

1. Enter your first name
2. Enter your last name
3. Enter a valid email address – **this will become your user name**
Notes: (1) No email? Enter *firstname.lastname@noemail.com*. (2) Please make a note of your username (email address). When a non-valid email address is entered, we are unable to send a notification with a link to the Learning Management System that includes your username.
4. Create and confirm your password.
Note: (1) The password must be at least 4 digits and is not case-sensitive. (2) Please make a note of your password for future use.
5. Select one or more of the roles that appear in the Select one or more roles section.
Note: This section will only appear when the facility requires additional training for the job role you will perform at the facility.
6. Complete any Optional Information fields.
7. Click the **Next** button

Step 4: Select the facilities you will be working at:

1. Select one or more facilities from the list of available facilities
Note: Use the search field to locate facilities or the scroll bar on the right side of the screen to move down the list of facilities to locate the desired facility.
2. Click the **Next** button
3. Selecting contractor or visitor: if you will be conducting work “wrench time” select contractor. If you are coming on site for a survey, assessment, non-hands on work, please select visitor. If you have questions on what category to select, please contact your Georgia Pacific Representative.

Step 5: Summary

1. Review the information on the screen and click the **Back** button to make changes
2. Click the **Complete Registration** button to complete the registration process
3. If a valid email address was provided, an email confirmation will be sent with the web address for the Learning Management System and username (email address) you provided.
Note: Store this in a place where you can access it along with making a note of the password you created if you need to login at a future date.

Step 6: Launch Training

1. You are now logged in to the LMS
2. Click the **Launch** button to the left to launch and complete any of the orientations selected
3. When training is completed, the completion status will change to “Complete”

Your Training is Completed – What next?

Print a Completion Certificate

1. Click the **Printer Icon** that appears on the right side of the screen in the Actions column
2. Bring this certificate with you as proof of completed training and provide it to your Georgia Pacific Representative.

Log Out

1. Click the **Log Out** button in the upper right corner of the screen when training is complete or to stop training
2. Save the web address to your web browser favorites so you can easily access the LMS when you need to take more training or add another facility/job role
3. Make a note of your username and password so that you can log back in the system if you need to complete another facility training or you need to access the training you have already completed.

More Information

The online training is valid for one year (365 days) after the date on which it is completed. Before your completed training expires, the system will send an email notifying you that your training will soon expire, and you must repeat it again.

Please contact **Greg Mohs at 253-627-2100 ext. 11839 or gregory.mohs@gapac.com** if you have questions about this new system. We are confident you will enjoy taking your orientation through this online system.