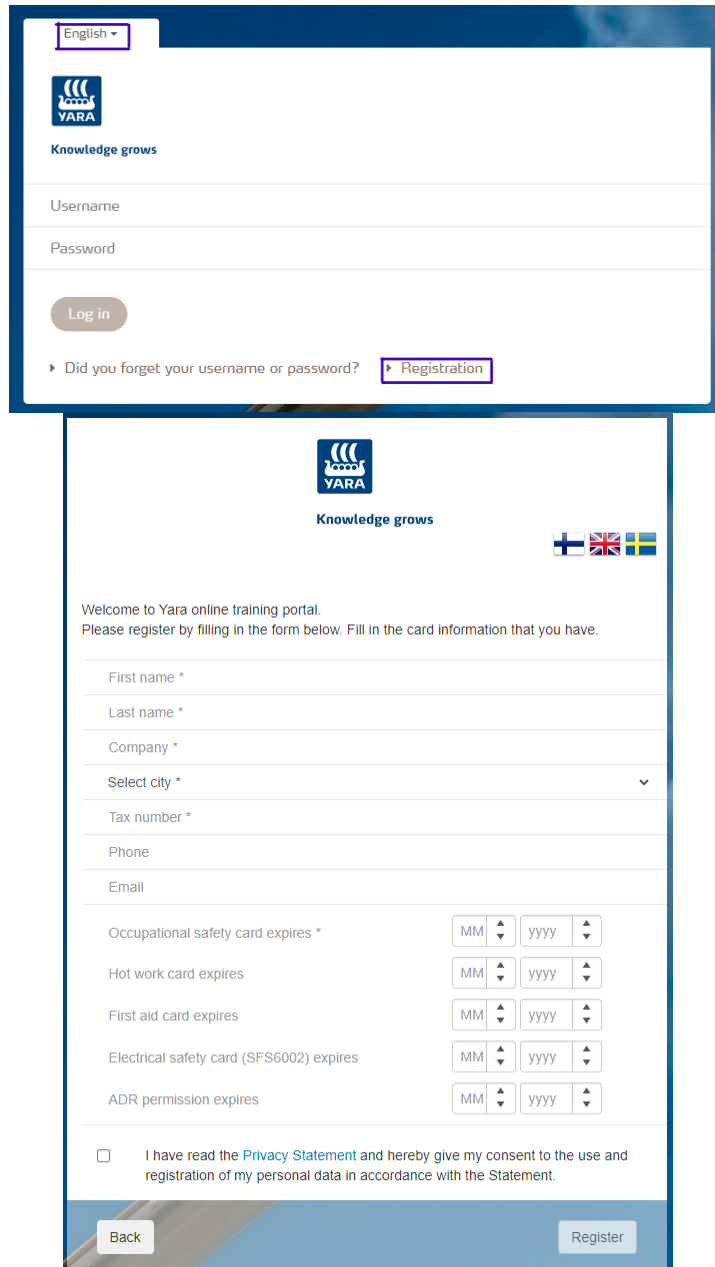


Yara's learning environment for partners

1 Registering for the first time for those coming to Yara Siilinjärvi

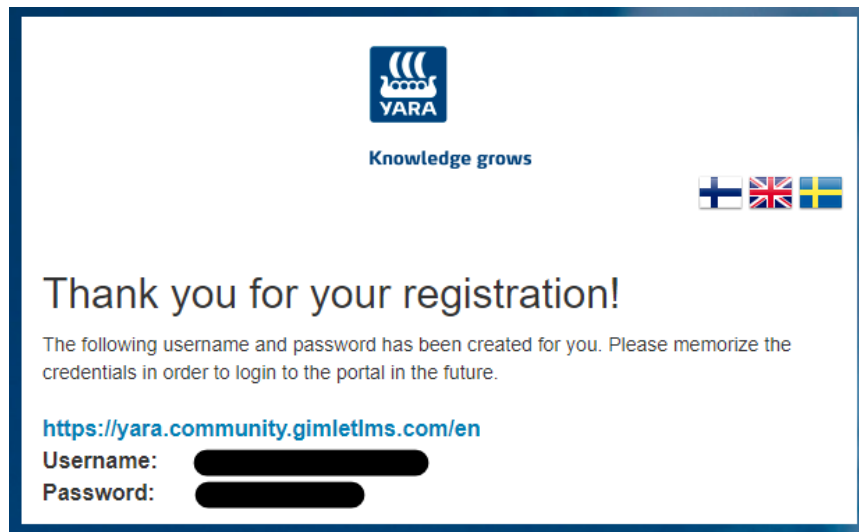
- Go to <https://yara.community.gimletlms.com/fi/login>
 - If needed change the language to English from drop-down menu
 - Create an account by clicking on *Registration*



- Please enter the following information on the form
 - Your first name
 - Your last name
 - Name of the company you work for
 - Select city: Siilinjärvi from the menu
 - Your tax number
 - If you don't have a Finnish tax number, make up one that contains 12 numbers and starts with 1000, so 1000 xxxx xxxx. The program will notify if the number is already

in use. Please note that you need to ask the tax number to be corrected to the system once you get a Finnish tax number.

- Your phone number
- Your email address NOTE: (Your email address is your username)
(If you don't have an email, the system will still assign you a username)
- Card Validity Periods (Occupational Safety Card Required)
- Accept Privacy Policy
- After entering the details, click *Register*
- After registering, you will receive a username and password on the site. Save the information somewhere!

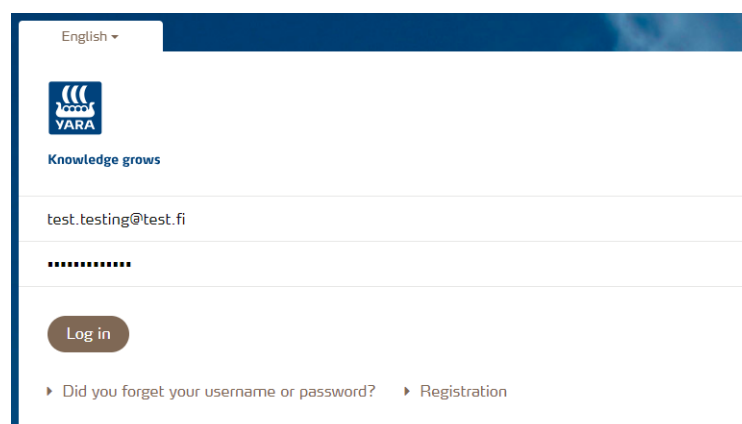


1.1 If you have already registered but don't remember the password

- Go to the login page of the learning environment and click the *Did you forget your username or password?* button. Enter the email address you registered with in the system. You will receive a new password in the email. If you do not remember which email you have logged in with, you can contact Siilinjärvi main gate (contact details can be found at the end of this document).

2 Logging in and completing trainings

- Go to <https://yara.community.gimletlms.com> and enter your username and password in the free fields and log in. If the system asks for a privacy policy, accept it to move forward.

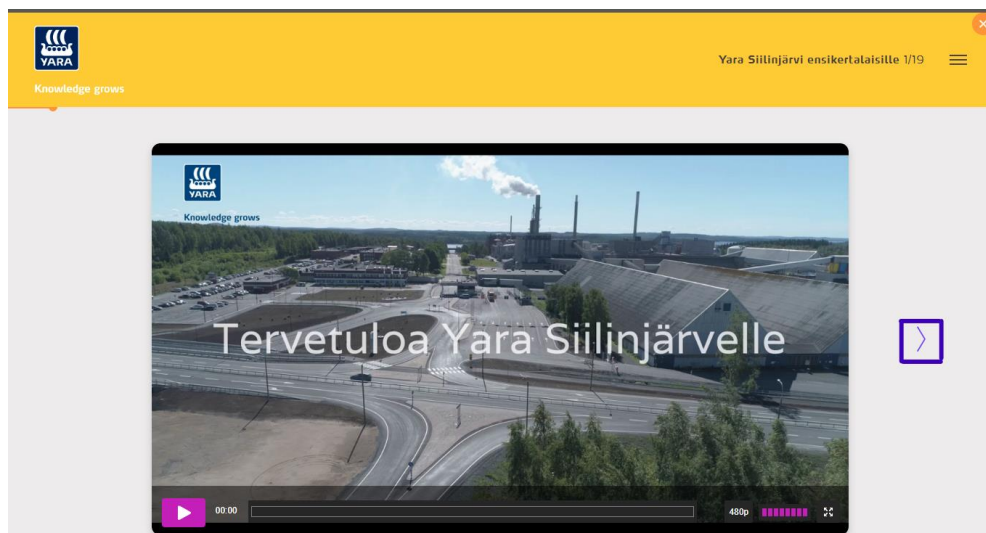


3 What training you need to complete

The trainings required from contractors are defined in the access control system Zeroni, so your company's Zeroni contact will inform you of the mandatory trainings. Therefore, please contact the Zeroni contact person first. If necessary, you can contact the Yara gate (contact details at the end). A list of trainings can also be found on the website.

4 Completion of trainings

- You can find the Siilinjärvi trainings under Courses.
- Click on the course you need to complete. On the page that opens, click Open.
- The course proceeds by clicking on the arrow on the page. The trainings consist of text, videos, intermediate tasks and a final test. The Achievement Label comes from an approved final test and a completed course. NOTE! If you miss your training, the next time it will continue from where you left off. That way, you don't have to complete trainings all at once.



5 Completed trainings and profile update

- Once you have completed the required trainings, they will appear on your profile page (→ Profile menu at the top of the page). The training completed to the end is displayed as a 100% green circle. NOTE! Incomplete trainings are shown as less than a percentage in the performance. Training entries only come from 100% completion. If the training percentages remain incomplete even after you have completed the training, please contact the gate.

The screenshot shows the 'Profile' page of the Yere Knowledge Grove system. The top navigation bar includes 'Home', 'Profile' (highlighted with a red box), 'Diploma', 'Log out', and 'English'. The main content area is titled 'Profile' and contains several sections: 'Contact Information' with fields for Name, Username, Phone number, E-mail, and Company; 'Change password' with fields for New password and Verify new password, and a 'Change' button; 'My Documents' with an 'Upload File' section containing fields for Title, Description, and a 'Choose File' button; and 'User groups' with a list of groups and an 'Add open groups' button. The 'Completed courses' section at the bottom shows a progress bar for 'Yere Silijärvi for first timers'.

- On the Profile page, you can update your password.
- You can also add courses in different language options (Finnish or English) or Kokkola and Uusikaupunki learning environments yourself from the Profile page if you work at other locations or the courses are in the wrong language for you. This is done under User Groups → Add Open Groups.
- From the Diploma page, you can print or submit a certificate of your course completion. You can send the certificate directly to your manager, for example, if the need arises.

The screenshot shows the 'Diploma' page of the Yere Knowledge Grove system. The top navigation bar includes 'Home', 'Profile', 'Diploma', 'Log out', and 'English'. The main content area is titled 'Diploma' and contains a section for 'Completed trainings: 8'. Below this, there is a message: 'You can open and save the diploma or send it by email.' and a button labeled 'Open and save diploma'. Further down, there is a form to 'Please enter the email address you want to send the diploma and click Submit-button.' with a text input field and a 'Submit' button.

6 Access rights update

- Access rights update automatically after you have completed the necessary courses. The update is affected by safety training courses, occupational safety card and site permit. Please note that the tax number needs to be correct in Gimlet for the information of completed courses to transfer to access rights system Zeroni.
- The employer must ensure that the occupational safety card is marked on Zeroni system and that there is a valid site permit.
- The safety prerequisites are monitored at the gate.

7 Contacts in unclear situations

If you are having trouble registering for the learning environment, logging in or completing trainings, please contact the main gate:

Main Gate Contacts

050 313 0101 (guards) or 010 215 6030

kulkuluvat.siilinjärvi@yara.com

For questions regarding transport of dangerous goods, you can contact the VAK safety advisor

jarkko.roivainen@yara.com

Welcome to Yara Siilinjärvi!