AP Safety Training Video Lending Library
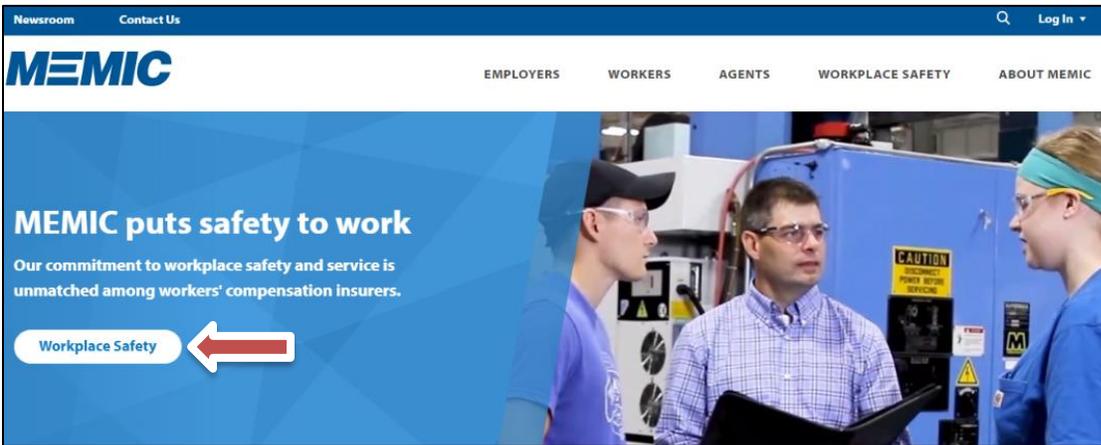## Viewer Instructions Guide

Employees ("Viewers") will receive notification from their employer's ("Trainer") on safety videos that are to be viewed.
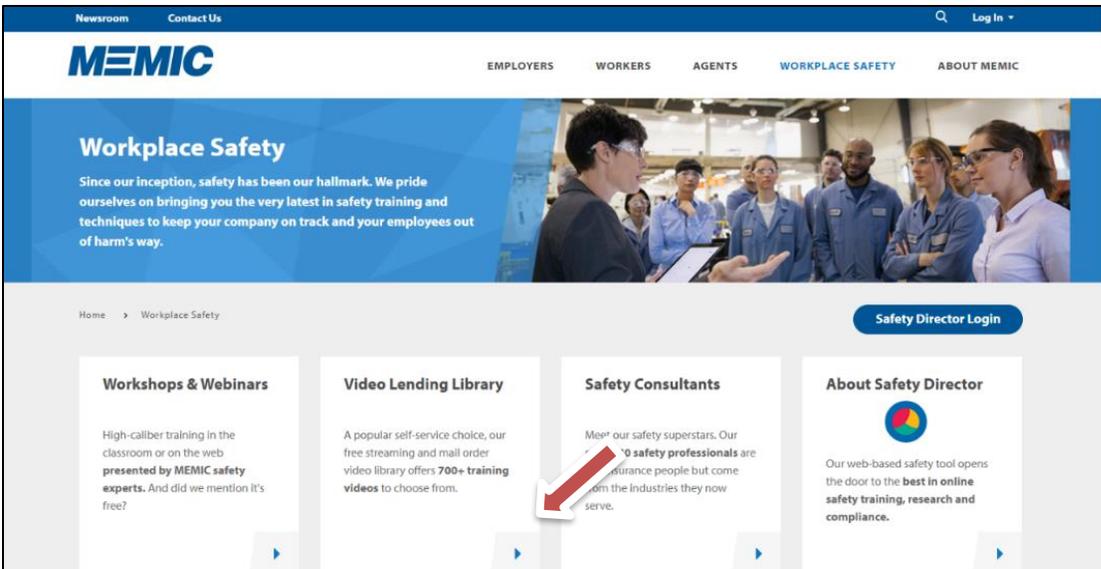
Notification will include:

- The code required to access videos.
- The name of the video(s) that the employee will be required to view.

Listed below are the steps the "**Viewer**" needs to take to access the videos:

1. Go to www.memic.com and select "Workplace Safety" from the homepage.
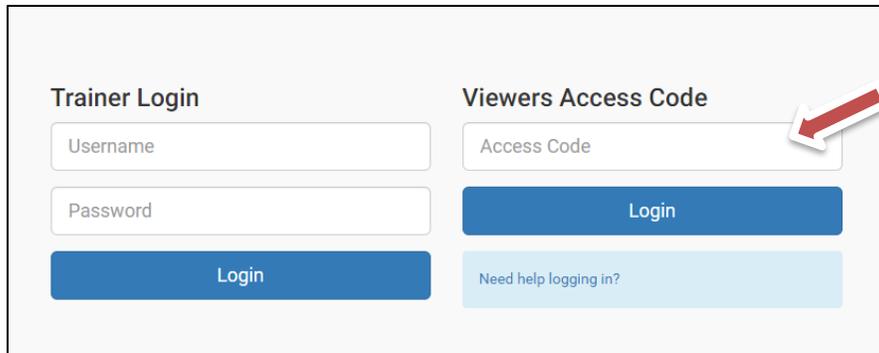

2. Click the arrow within the "Video Lending Library' box.
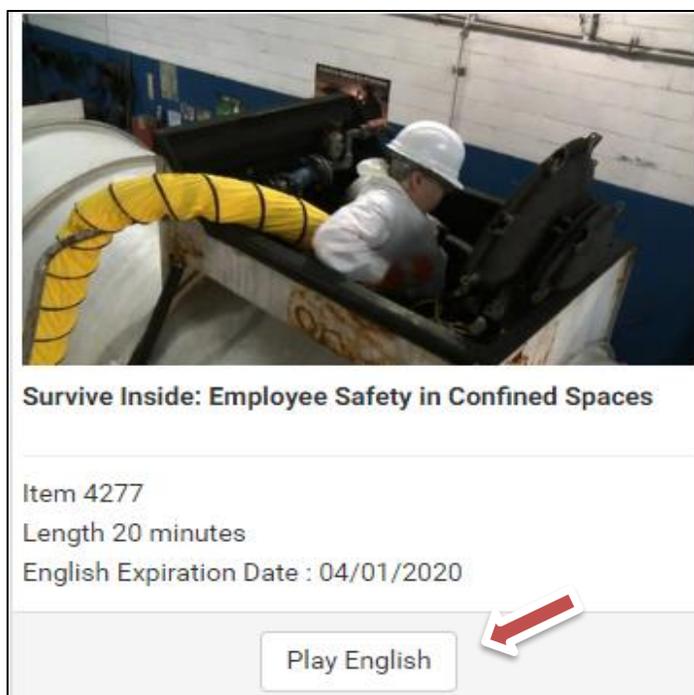
3. On the Video Lending Library homepage, scroll down to "Accessing Videos" and click on the "Access Safety Videos" link.

4. Viewers will enter their Access Code in the white box located Under Viewers Access Code and then click the "Login" button.

5. The Viewer will choose a video to watch by pressing the 'Play English" or "Play Spanish" button located below each video.

6. Once the video loads, Viewers must activate it by clicking the arrow button in the middle of the video screen.

7. **Viewers will only receive credit for watching the video in its entirety.** Fast forwarding through the video only results in a "Started Watching" status.