

AP Safety Training Video Lending Library

Viewer Instructions Guide

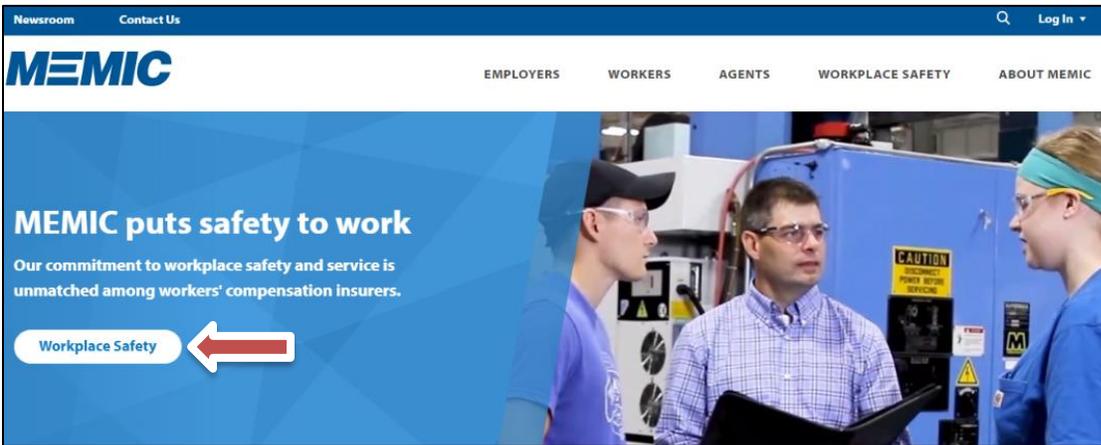
Employees (“Viewers”) will receive notification from their employer’s (“Trainer”) on safety videos that are to be viewed.

Notification will include:

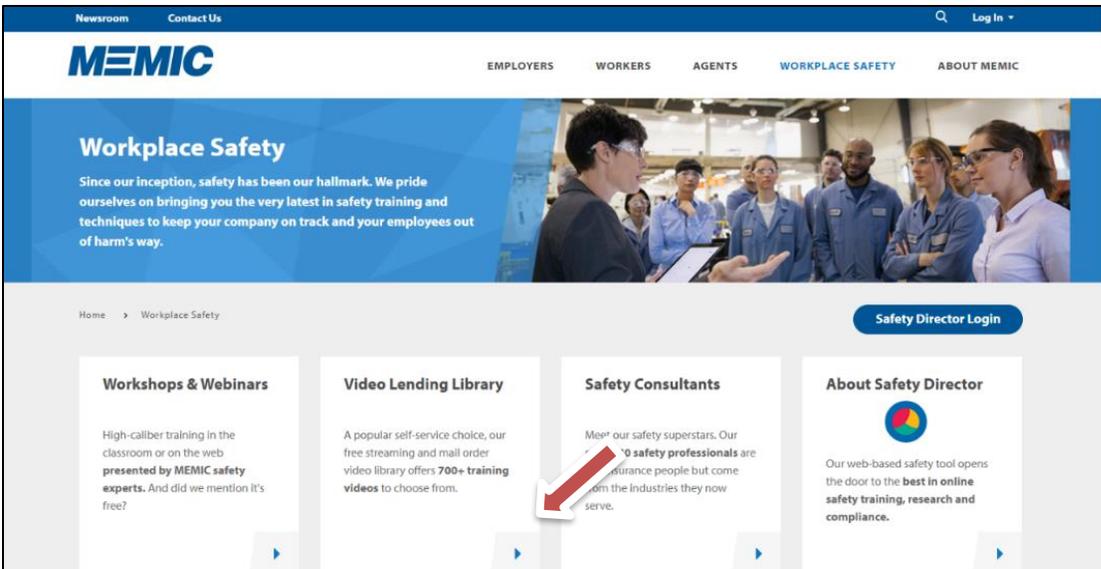
- The code required to access videos.
- The name of the video(s) that the employee will be required to view.

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.



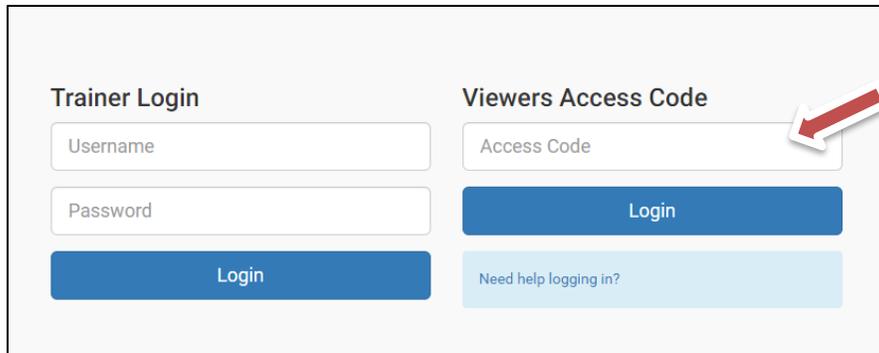
2. Click the arrow within the “Video Lending Library’ box.



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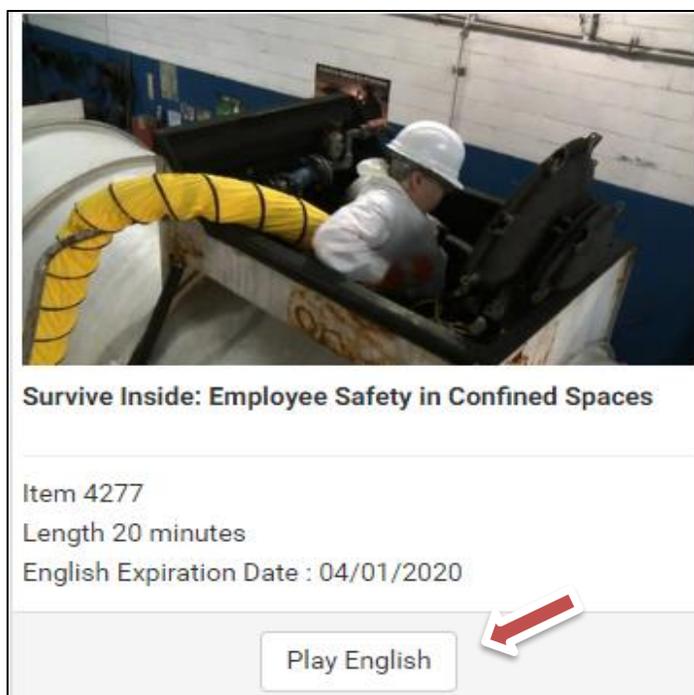
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3. On the Video Lending Library homepage, scroll down to “Accessing Videos” and click on the “Access Safety Videos” link.
4. Viewers will enter their Access Code in the white box located Under Viewers Access Code and then click the “Login” button.



The screenshot shows a login interface with two columns. The left column is titled "Trainer Login" and contains two input fields: "Username" and "Password", followed by a blue "Login" button. The right column is titled "Viewers Access Code" and contains one input field: "Access Code", followed by a blue "Login" button and a light blue link that says "Need help logging in?". A red arrow points to the "Access Code" input field.

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



The screenshot shows a video player interface. At the top is a video thumbnail showing a worker in a white hard hat and safety gear inside a confined space. Below the thumbnail is the video title: "Survive Inside: Employee Safety in Confined Spaces". Underneath the title, the following information is displayed: "Item 4277", "Length 20 minutes", and "English Expiration Date : 04/01/2020". At the bottom of the interface is a button labeled "Play English", with a red arrow pointing to it.

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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.