

AP Safety Training Video Lending Library

Trainer Instructions Guide – Creating Watchlists

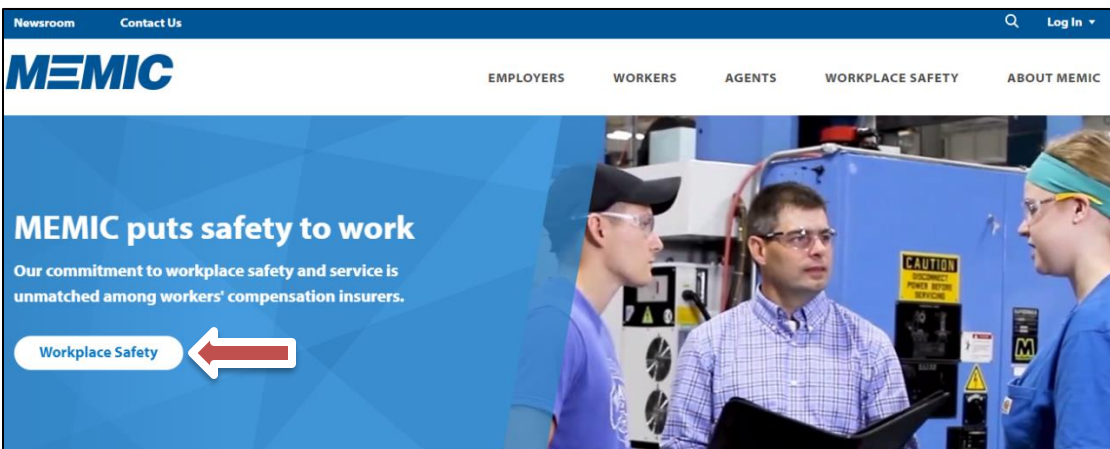
Employees (“Viewers”) will receive notification from their employer’s (“Trainer”) on videos that are to be viewed.

Notification will include:

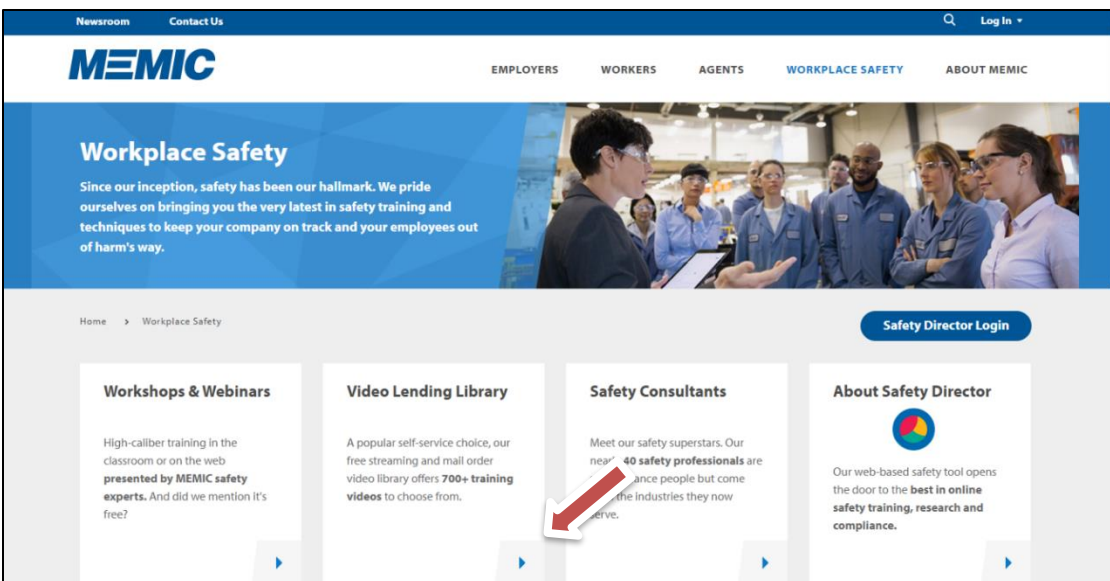
- The code required to access videos.
- The name of the video(s) that the employee will be required to view.

Listed below are the steps the **“Trainer”** needs to take to access the videos. Please note, trainers need access by MEMIC before assigning videos to Viewers. To become activated, fill out the [Video Account Request Form](#).

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



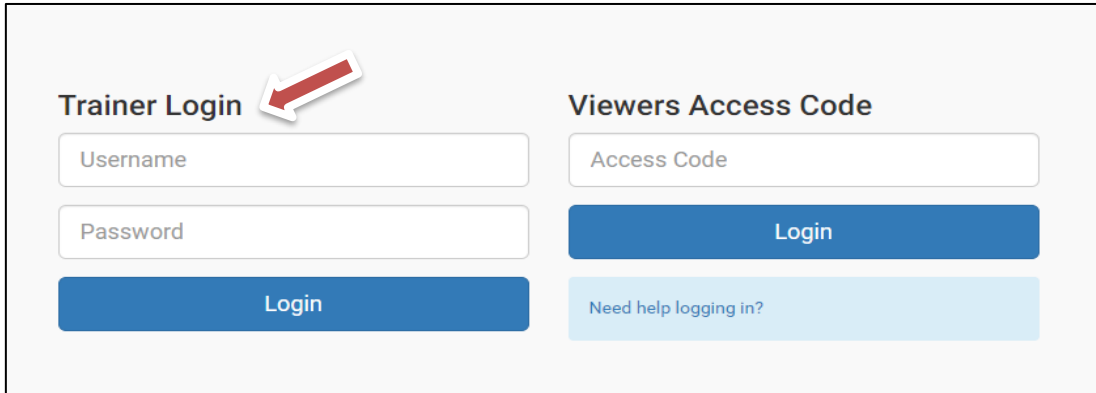
2. Click the arrow within the “Video Lending Library’ box.



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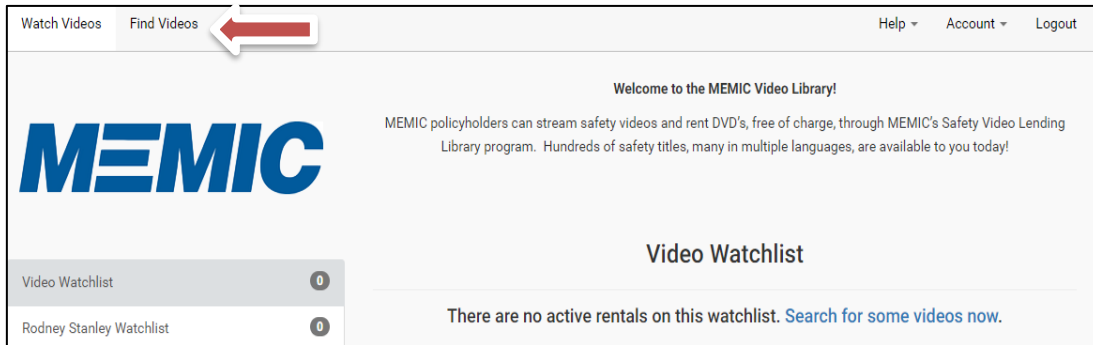
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3. On the Video Lending Library homepage, scroll down to “Accessing Videos” and click on the “Access Safety Videos” link.
4. Trainers will enter their Username and Password in the white boxes located under “Trainer Login” and then click the “Login” button.



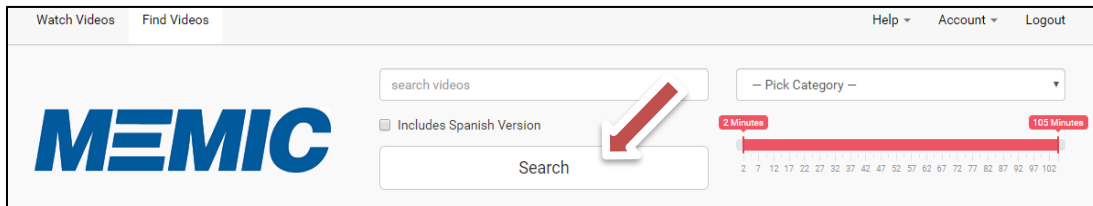
The screenshot shows a login interface with two main sections: "Trainer Login" and "Viewers Access Code". The "Trainer Login" section has a red arrow pointing to the "Trainer Login" header. Below it are two input fields: "Username" and "Password", followed by a blue "Login" button. The "Viewers Access Code" section has an "Access Code" input field, a blue "Login" button, and a light blue link that says "Need help logging in?".

5. On the “Video Watchlist” page the Trainer will choose one or more videos for Viewers to watch. This is done by clicking the “Find Videos” link at the top of the page.



The screenshot shows the MEMIC Video Library homepage. At the top, there are navigation links: "Watch Videos", "Find Videos" (with a red arrow pointing to it), "Help", "Account", and "Logout". The main content area features the MEMIC logo, a welcome message, and a "Video Watchlist" section. The watchlist currently shows "Rodney Stanley Watchlist" with a "0" next to it. Below the watchlist, it says "There are no active rentals on this watchlist. Search for some videos now."

6. Click the “Search” button to location vides to add to the “Watchlist”.



The screenshot shows the search interface on the MEMIC website. It includes the MEMIC logo, a search bar with the text "search videos", a dropdown menu for "Pick Category", and a "Search" button with a red arrow pointing to it. There is also a checkbox for "Includes Spanish Version" and a video duration slider showing "2 Minutes" and "105 Minutes".

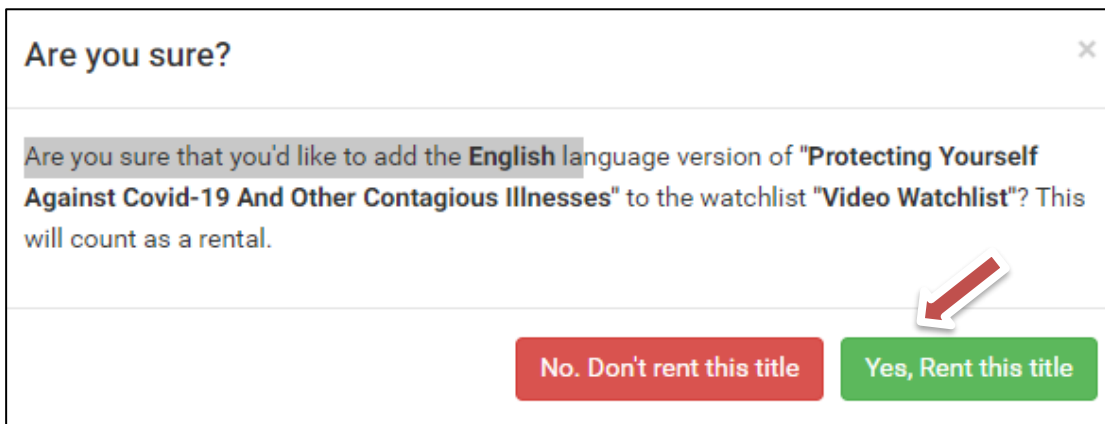
7. Once a video is chosen the following screen will be displayed. Trainers must choose “Add to Watchlist” for the video to be added to the Watchlist. (Refer to photo on next page)

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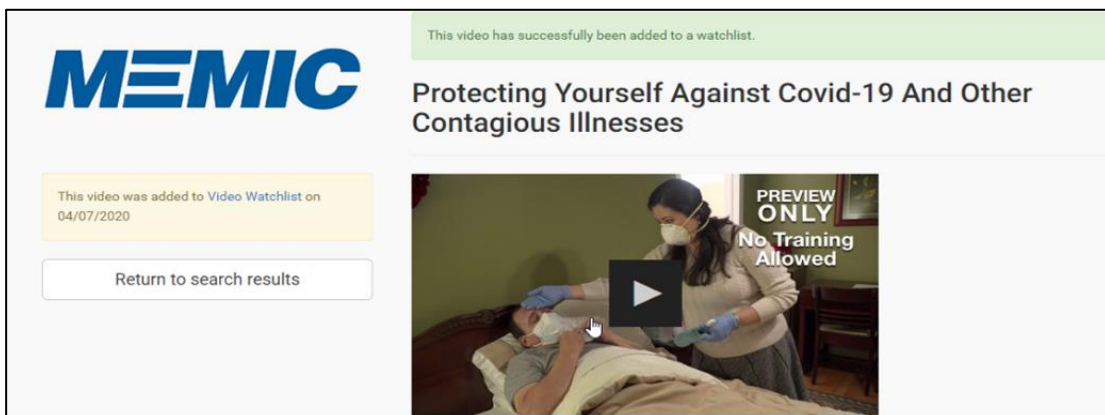
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8. In a “pop-up” box, the Trainer will be asked if he/she is sure about “renting” the video. No charges are assessed to MEMIC policyholders. Choose the green box, “Yes, Rent this Title.”



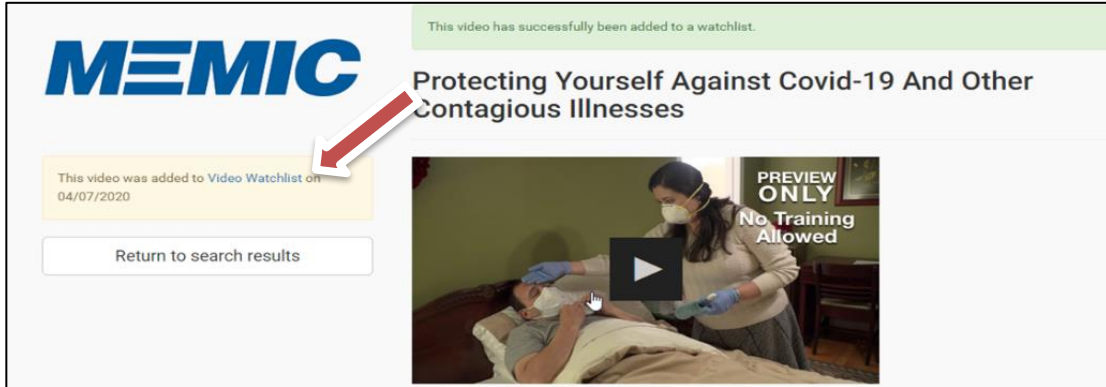
9. Notification will be provided that the title has been added to the Trainer's Watchlist.



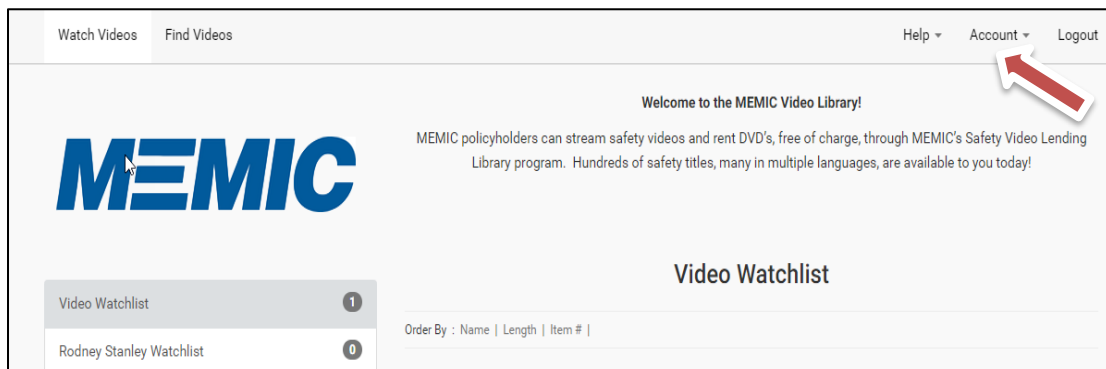
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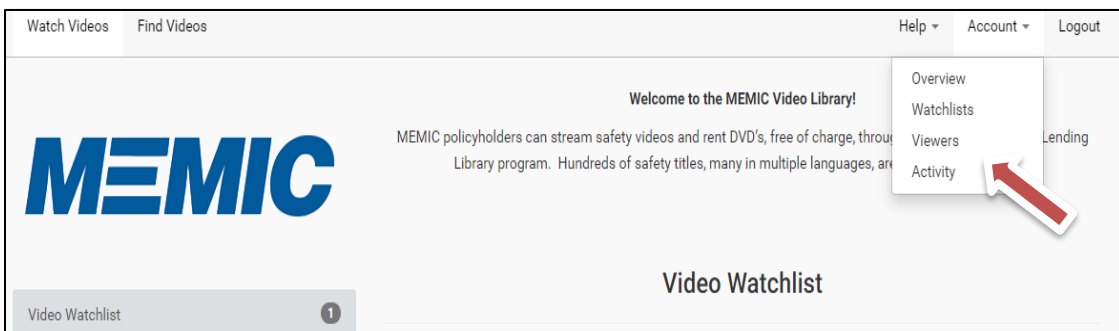
10. To return to the Watchlist, trainers should choose the blue highlighted link entitled “Video Watchlist”.



11. On the Video Watchlist page, Trainers will activate the dropdown box at the top of the page entitled “Account”.



12. Choose “viewers” to add employees to the Watchlist.



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13. Viewers can be added to the Watchlist by clicking the “Add Viewer” button.

Name	Access Code	Action
Stephen Badger	Badger-mbj2	Edit Delete

14. The Trainer creates a Viewer by adding their first and last name under “Create Viewer”.

Create Viewer

First Name
First Name

Last Name
Last Name

Access Code
Access Code

15. Once the person’s name has been added a random “access code” will be generated. Check that Watchlist you want to be viewed. Click “Create Viewer” to finish adding the person to the Watchlist.

Create Viewer

First Name
Cindy

Last Name
Badger

Access Code
Badger-jvbw

Watchlist Access

Video Watchlist

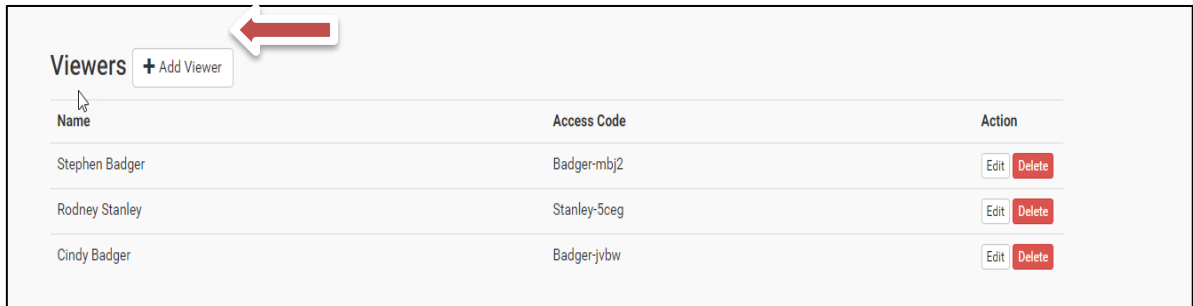
Rodney Stanley Watchlist

Create Viewer Cancel

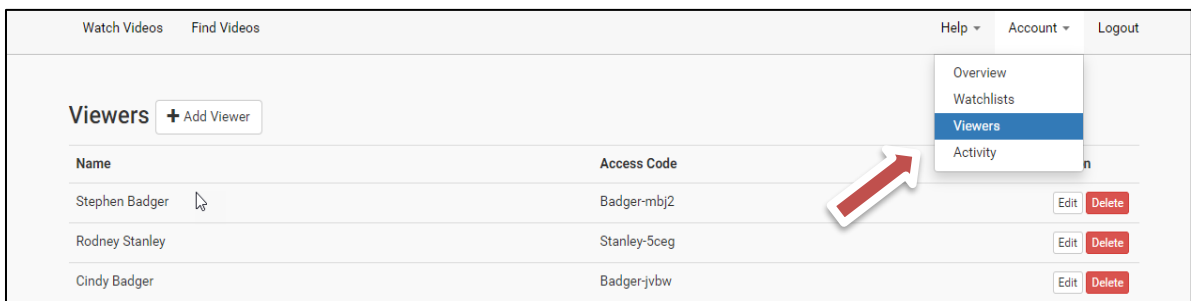
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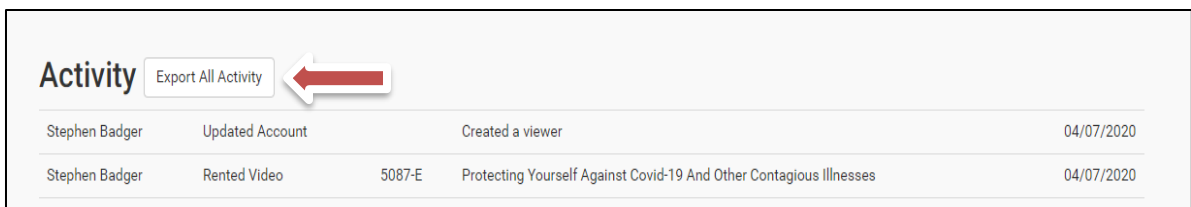
16. Once a Viewer has been added, the Trainer will be directed to the “Viewers” screen. **The Trainer must provide the “Access Code” to the Viewer and the Aurora Video link, <https://trainingvideonow.com/>, to allow the Viewer access to the Watchlist.** Directions for “Viewers” can be found in the *Viewers Instruction Guide*.



17. The trainer can track the progress of Viewers by activating the dropdown box “Account” and choosing “Activity”. (Refer to photo on next page)



18. The resulting screen will inform the Trainer of all activity generated by the Viewers, including if the Viewer has watched the entire video or only started it. This data can be exported by choosing “Export All Data”.



19. Download an Excel spreadsheet containing all the activity data for that Watchlist.

