



# TRAINING INSTRUCTIONS FOR MARTIN'S



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1. Follow this link: <http://training.mfps.com/www/index.php>
2. Select "Create an account" and enter required information. In the "Comments" section please write our company name.
3. Click "Register". **Make sure to remember your Login/Password.**
4. An email will be sent to the personal email account that you registered with. Open the email and click the link to activate your account. If you don't have an e-mail account use crystal@ais-york.com and contact me at 717-495-0210 to notify me that an activation e-mail will be forwarded to me.
5. This brings you back to: <http://training.mfps.com/www/index.php> - now log in.
6. Click on the golden key ("Group/Lesson key") and enter code for the relevant training:  
If you are a Production-Area Contractor: enter the **code CON1**
7. Click "Contractor Training." You will see a list of the lessons you need to compete for your training.
8. Click on the first lesson, then click on the green arrow that says "Start lesson".
9. In some cases a lesson is a few pages and you will be given the option to click "next" in the bottom right to proceed to next page. Some lessons also require you to click a checkbox showing that you agree with the policies.
10. When you finish each lesson, click on "Home" below the Martin's logo at the top left of the page, then "my courses", click again on "Contractor Training" and select the next lesson.
11. Repeat these steps until each lesson has been completed. **One of the lessons in the Production Area Contractor training is a quiz. 14 out of 17 questions need to be correct in order to pass.** You will have three chances to pass the quiz. Use the blue arrows to navigate back and forth between questions.
12. Once you have completed all lessons you can close out of the training and you are ready to do your work at Martin's. Contact Crystal or Regina and let them know that you've completed the training so they can record you in our training log.

## IMPORTANT:

- **No tobacco products allowed on the property unless in closed vehicle.**
- **Yellow bump caps and yellow safety vests are required PPE and available at Martins.**
- **No jewelry or clothing with buttons above the waist.**
- **Everything must be sanitized before bringing on production floor.**
- **Any chemical brought on site must be cleared with Martins per their policy.**