

# Marathon Oil

## Contractor HES&S Orientation User Guide

This guide explains how to perform Site Orientation Training online. Internet Access is required.

## REMOTE TRAINING ACCESS GUIDE

This guide will walk you through the process to complete the Marathon Contractor HES&S Orientation and Life Critical Expectation Training. This training is required for you to enter and work at all Marathon Oil facilities.

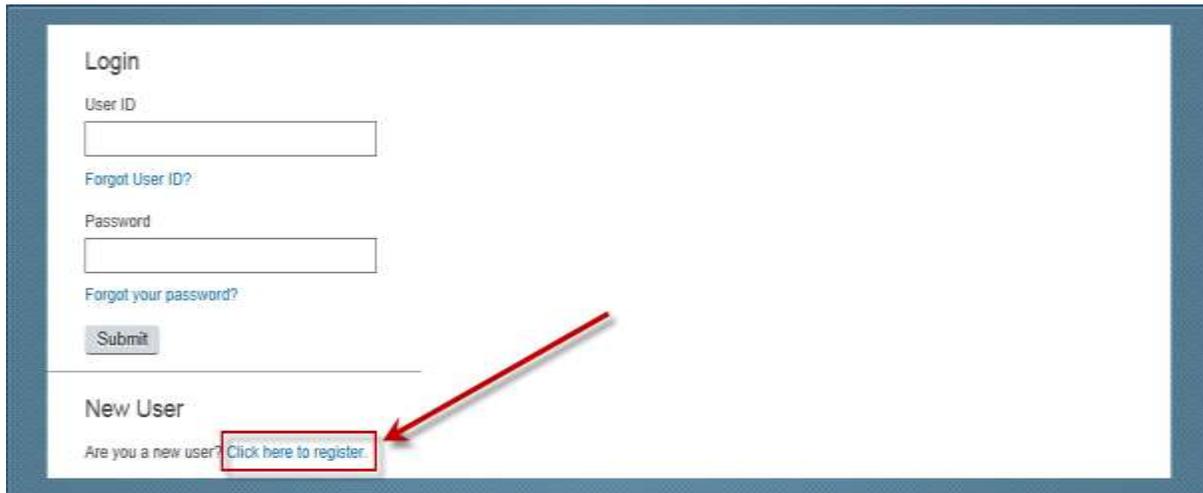
The training includes videos and slides. You will need to correctly answer knowledge questions at the end of the presentation.

**Each employee must complete the training under their own name and User ID number. You cannot duplicate log in information.**

**\*\*Please read the directions completely before starting the process and follow the steps in this guide to complete your training.**

## Step 1: Create an Account

- Click **HERE** to begin registration (The link to the training is embedded in the word HERE)
- Select “Click here to register”



The screenshot shows a web form with two main sections: 'Login' and 'New User'. The 'Login' section includes a 'User ID' input field, a 'Forgot User ID?' link, a 'Password' input field, and a 'Forgot your password?' link. Below these is a 'Submit' button. The 'New User' section has a link that says 'Click here to register', which is highlighted with a red rectangular box. A red arrow points from the text 'Click here to register' in the instructions above to this link.

- Your User ID will be automatically generated.
- Complete all of the required fields (marked by the red \*).
- Create a unique password. Please note the password requirements:
- Write down your User ID \_\_\_\_\_ and Password \_\_\_\_\_
- You will need these to log on later to complete the course.
- Security Question – you must enter a question and answer
  - Example: Security Question: Hometown  
Security Answer: Dickinson
- If you are creating User ID's for your employees, you may duplicate email address, Password and Security Question.

## Create New Account

Please complete the "Create New Account" form and click "Submit". Your request for a Learning account will be sent to an administrator for approval. After your account is approved, you can view your Learning Plan, register for training, and complete online courses.

The User's password has to be compliant with the following rules:

- The length of the password must be between 7 and 40 characters.
- The password must contain the following types of characters.
  - English uppercase letters [A-Z]
  - English lowercase letters [a-z]
  - Arabic numerals [0-9]
  - Non alphanumeric special characters [!@#\$%^&\*()-\_+={}[]<>?"/';:~\]
  - Other optional characters ., '~
- The password cannot contain user name(login ID).
- The password cannot contain user's first name and last name.

**Please note password requirements.**

\* Required Fields.

### Account Information

\* User ID :  **This is where your auto-generated User ID will appear. Remember to WRITE DOWN your USER ID.**

\* Password :

\* Re-Enter Password :

\* Security Question :

\* Security Answer :

\* Re-Enter Security Answer :

### Contact Information

\* First Name :

\* Last Name :

Middle Initial :

\* Email Address :

\* Confirm Email Address :

Telephone Number :

Main Address :

City :

State / Province :

Postal Code :

Country :

**Please ensure that you select the correct location that you will be working. This determines which training you will be assigned.**

### Employee Information

Location :

**When form is all filled out, click Submit.**

### Preferences

Default Time Zone :

Select “Submit” to complete your registration. The following screen will be displayed:

Thank you for registering. Your user ID is now active in the system.

Select “Continue”

## Step 2: Complete Assigned Training

Your Learning Plan will contain two (2) Modules. Please select the correct training module based on your job duties.

**For General Contract workers select:** Marathon Oil RP Contractor HES Orientation/LCE

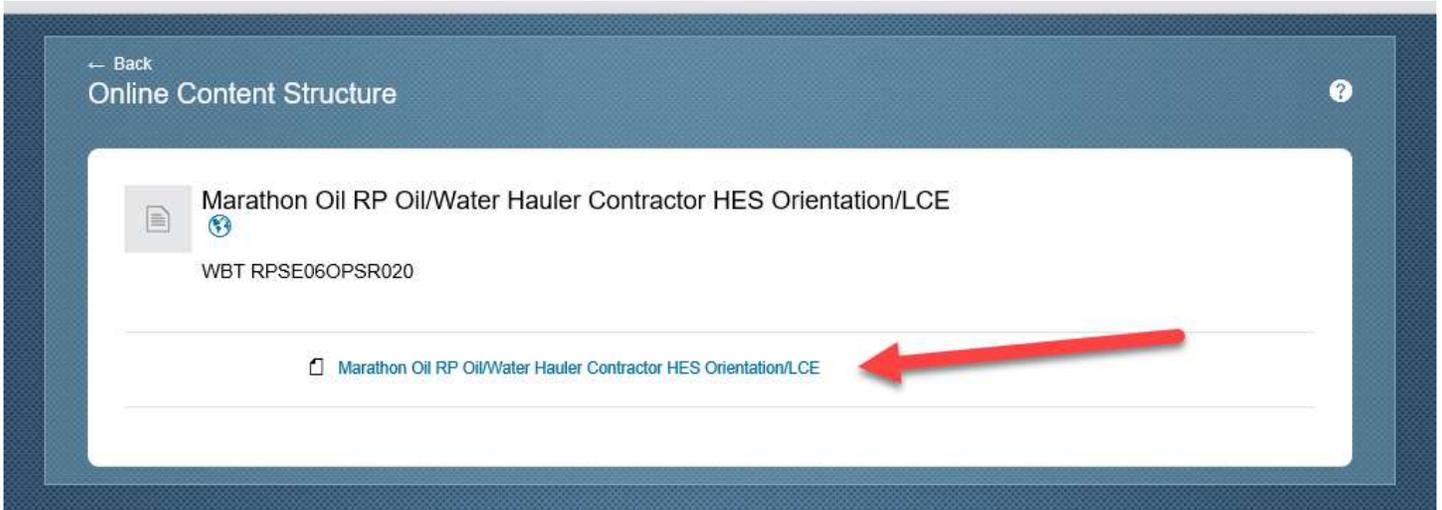
**For Oil/Water Haulers select:** Marathon Oil RP Oil/Water Hauler Contractor HES Orientation/LCE

Click on “Start Course” to begin

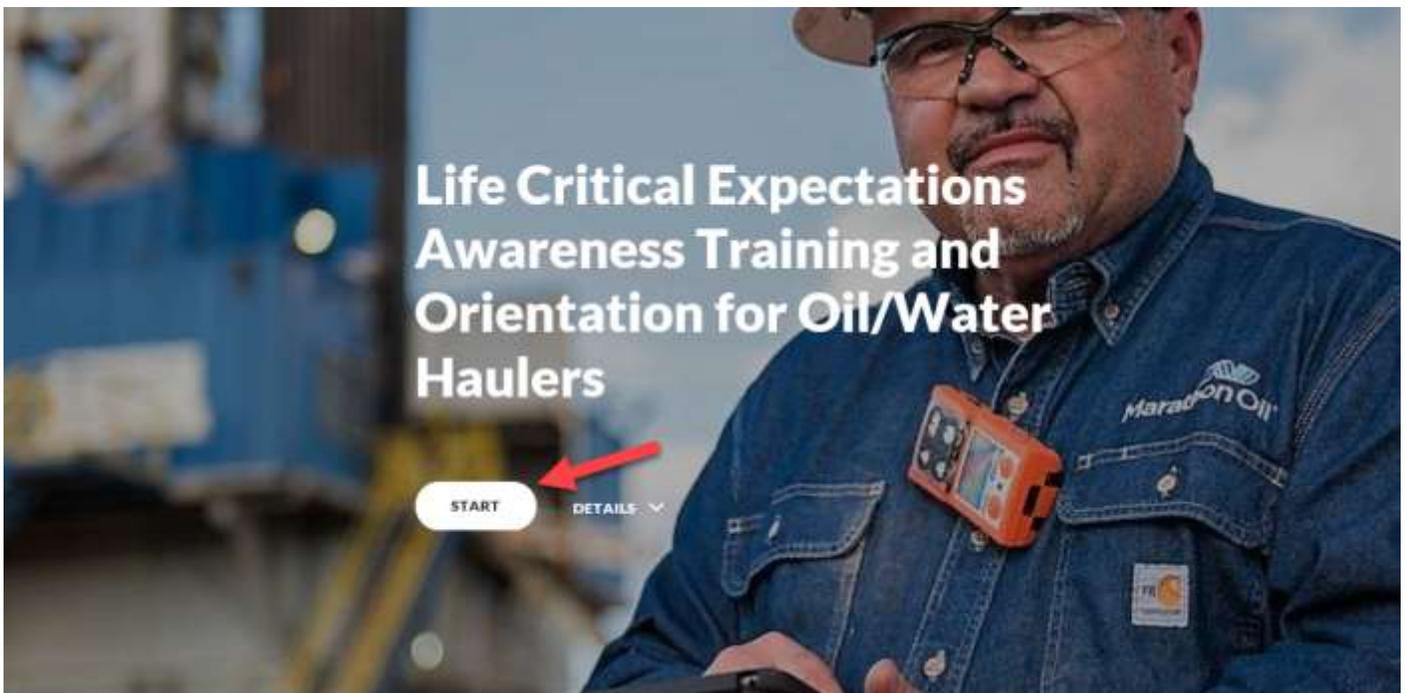
**\*\* SELECT ONLY ONE COURSE TO COMPLETE \*\***

The screenshot displays the 'My Learning Assignments' section of a learning management system. At the top, there are navigation options: 'Sort By Date | Priority' and a 'Filter' dropdown. Below this is a search bar with the placeholder text 'Course name or ID' and a 'Select All' dropdown menu. A warning message states 'Your Talent Profile is Incomplete'. The main content area is titled 'DUE ANYTIME' and lists two training assignments. Each assignment includes a small image of a person at a computer, the course title, and a 'START COURSE' button. The course titles are 'Marathon Oil RP Contractor HES Orientation/LCE' (ID: WBT RPSE06OPSR021) and 'Marathon Oil RP Oil/Water Hauler Contractor HES Orientation/LCE' (ID: WBT RPSE06OPSR020). Red arrows point to the 'START COURSE' buttons for both courses. To the right, a 'Find Learning' sidebar is partially visible with a search bar and a 'Browse all courses' link.

You must view the entire presentation. To begin the presentation, click on the title of the course:



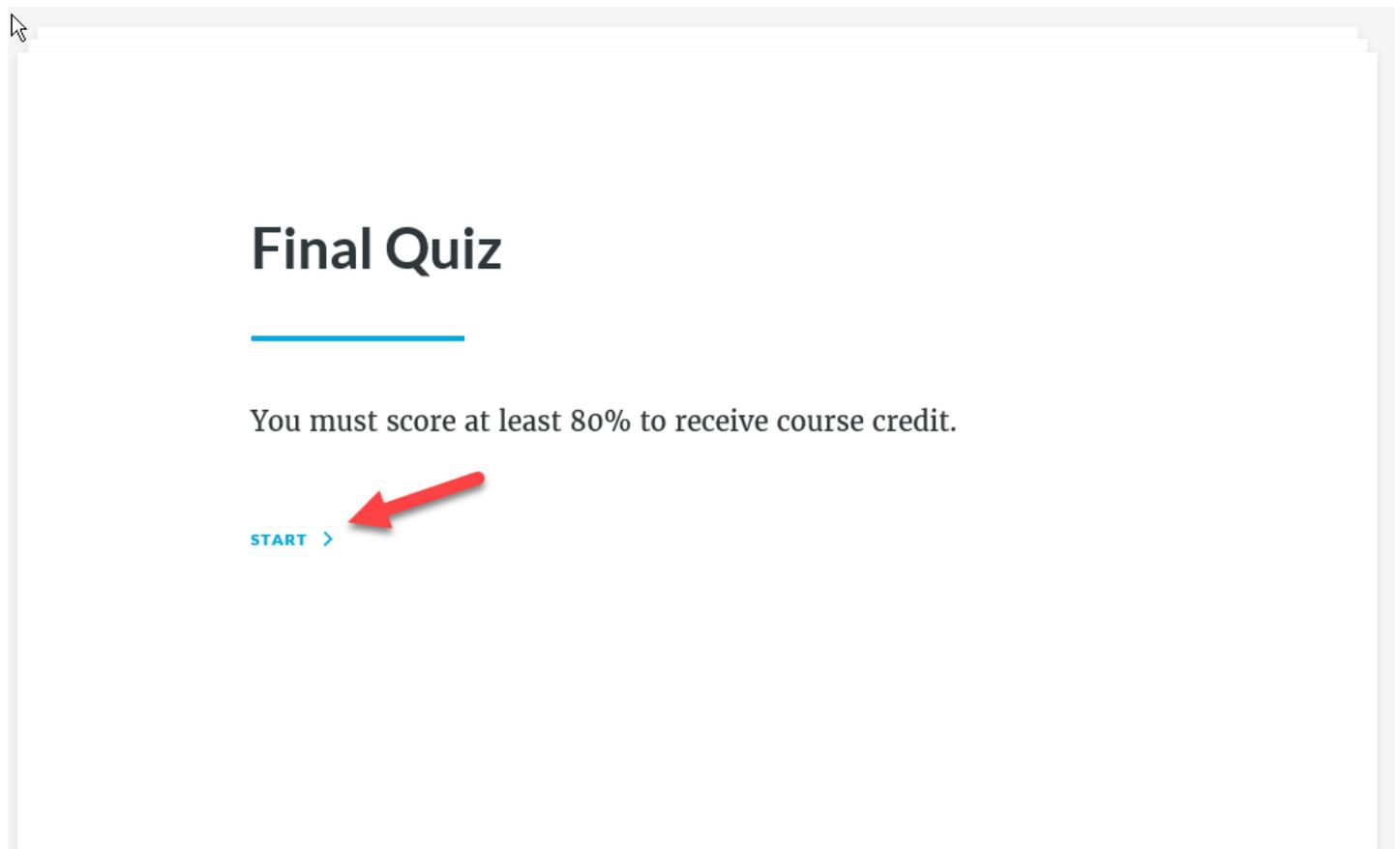
Click on “Start” on the next screen:



☰ Life Critical Expectations Introduction ○

Proceed through each screen, scrolling down, answering all questions and following any directions at the bottom of each slide.

At the end of the presentation you will be required to take and pass a Knowledge Check. Passing score is 80%. Click **START** to Continue.



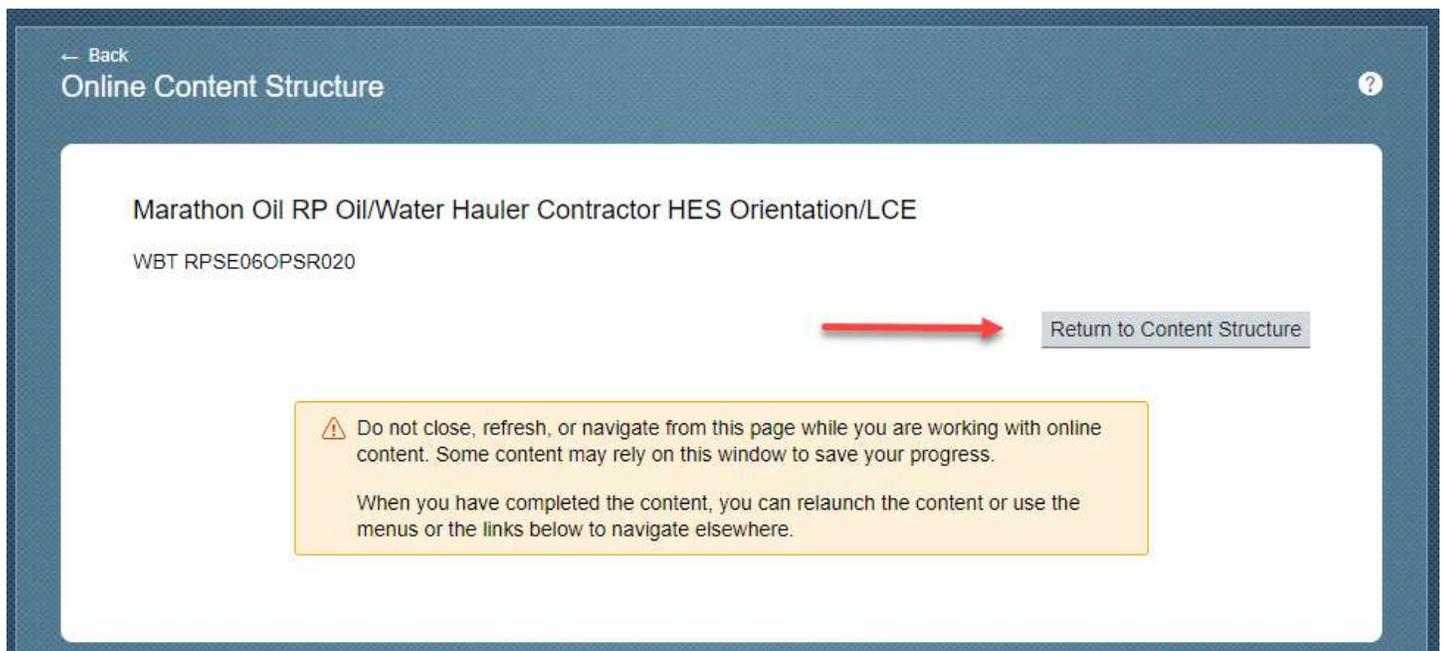
Answer each question. Select **Submit** to receive if your answer is correct or incorrect. Select **NEXT** to advance to the next question.

Once you have completed the Knowledge Check you will see your score. If you have passed the Knowledge Check, click on Lesson 13 – Conclusion

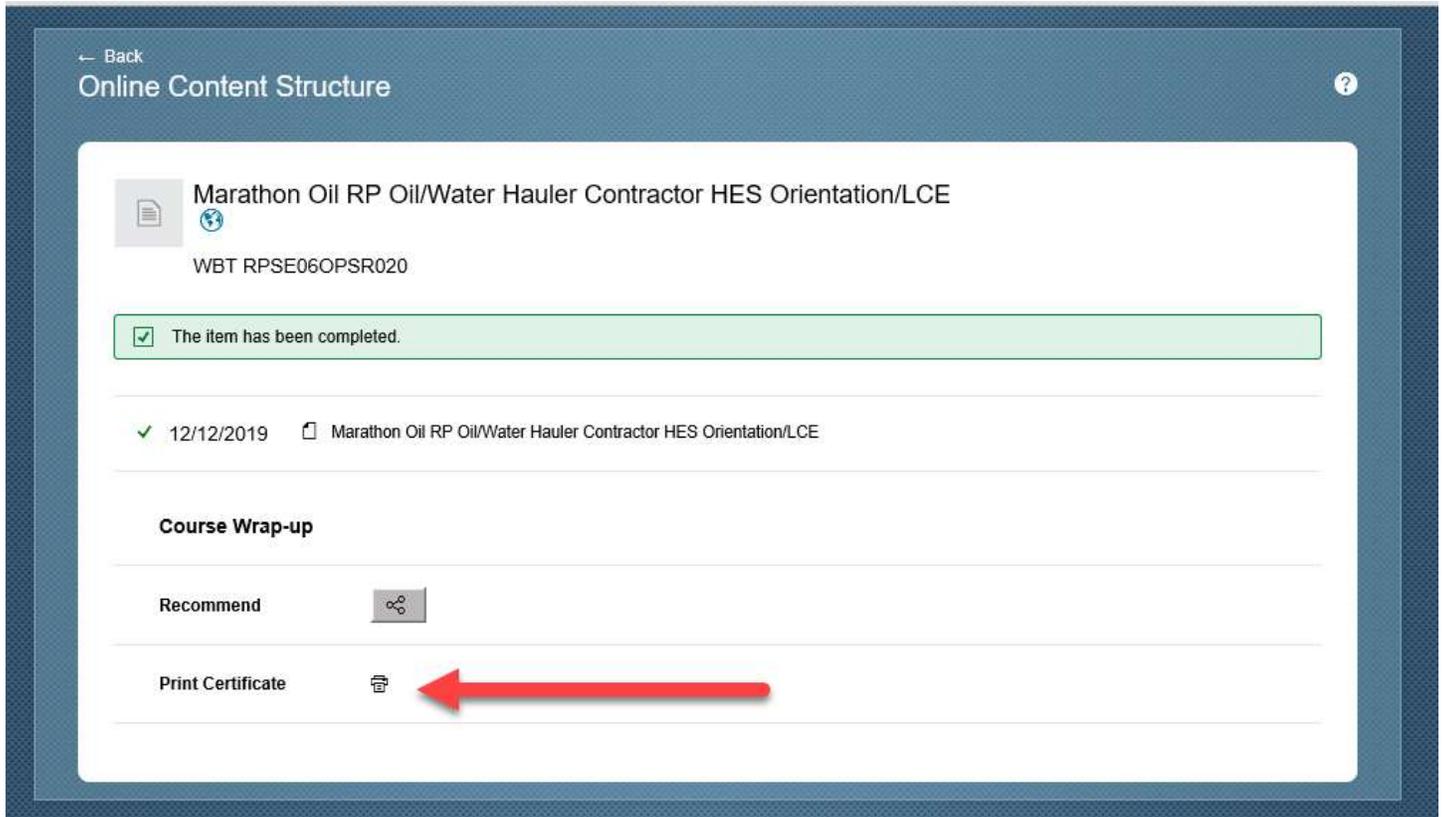
Select **Exit Course** at the top right of the screen to go back to the home screen



Click on **Return to Content Structure**:



You can now generate a certificate by clicking on the Print Certificate icon:



Once your certificate generates you can choose to print or save. You must be able to prove compliance with this HES Orientation training by presenting your certificate (hard copy or picture) when requested by any Marathon Oil representative.

## Certificate of Completion

*This certifies that*

**Peggy Brown**

*Has successfully completed*

**Marathon Oil RP Oil/Water Hauler Contractor HES  
Orientation/LCE**

Completed on 12/12/2019 12:09 PM America/Chicago

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Instructor

Any issues or questions about completing the course should be directed to [HESContractorManagement@marathonoil.com](mailto:HESContractorManagement@marathonoil.com)