

Chemical Category Training

1. **Make sure you have logged into the Maxcom system and clicked on the Training link.**

2. Click the “[here](#)” on the Chemical Category Training 10 Modules

WEB

English: Click [here](#) for Shockwave Streaming video



3. The first screen should look like this. Make sure you have all required programs to run the CD Training.

Click Continue.



4. The second screen should look like this. This screen is asking if you see the moving part of the MAXCOM™ logo. This is checking to see if you have required programs to run the MAXCOM™ Chemical category training.

Click “Yes I Do” or “No, I Do Not”

Do NOT continue training if you cannot see the spinning MAXCOM. It means you do not have shockwave on your computer.



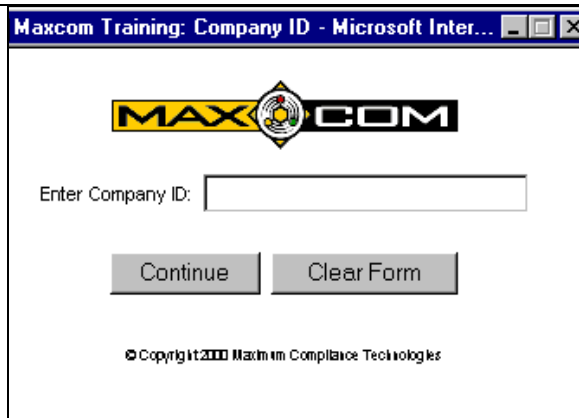
5. Read and Accept the License Agreement.



6. LOGIN Screen:
If you **DO NOT** have an activation number click “GET ACTIVATION CODE.” You must have an activation code for each use of the training.

If you **DO** have an activation code, enter your:
First name
Last name
Activation code

And the “START TRAINING” button. This will begin the MAXCOM™ Chemical Category Training.



7. “GET ACTIVATION CODE”
Please note that this will change each time you log into the Training System. If you get an activation code and go through each of the modules at once, you do not need another activation code. Write this code down for its needed later.

Enter your company ID which is:

<Provided by MC Technologies>



MAXCOM

Employee Login

I'm a New User

Register Now

I'm already registered with Maxcom

Enter First Name:

Enter Last Name:

Enter Password:

Continue Clear Form

8. Employee Login Screen:

Click "REGISTER NOW" to register as a new user. **If you have already registered, skip to Step 9.**



MAXCOM

New User Registration

Enter First Name:

Enter Last Name:

Enter password *:

* Password should be last 4-digits of your Social Security Number.

Verify Password:

Submit Registration Reset

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9. Logging in the first time. This will be a one-time login process:

Enter: First name
Last name
Password
Password Verification

Click "SUBMIT REGISTRATION"
Write down your Login information so that you can refer to it later.

10. Once your information has been entered, you will be directed back to the login screen. ***This is not a mistake.*** You now need to login as a registered user.

Enter your
First name
Last name
Password

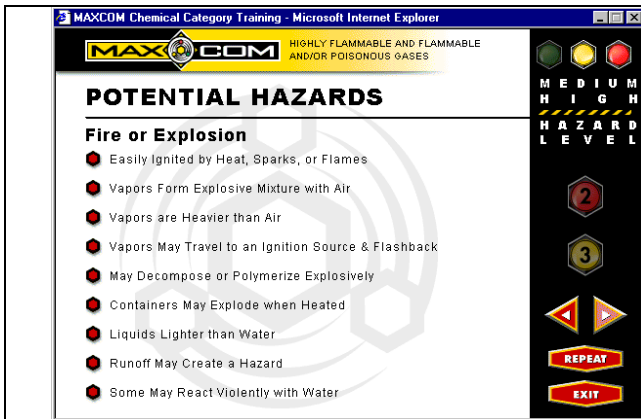
Click “CONTINUE”

11. You will be given an Activation code. Write down this activation code. You will need it to successfully complete the login and the training. Close window.

Note: If you close the training and reopen again later, you will need to obtain another activation code.

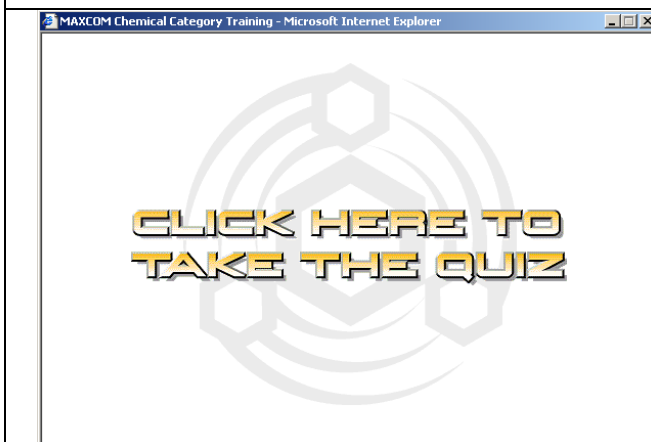
12. At the login page enter you first name, last name and the activation number.

CLICK “START TRAINING”



13. The use of the training is very simple. Read the prompted directions and follow them.

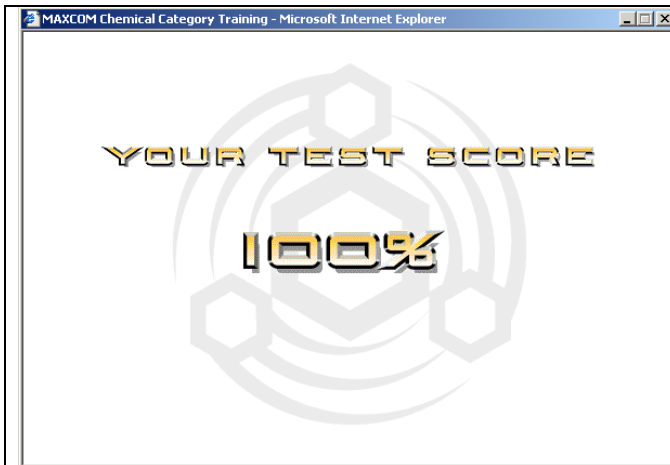
There will be a blinking icon to continue to proceed through various parts of the training module.



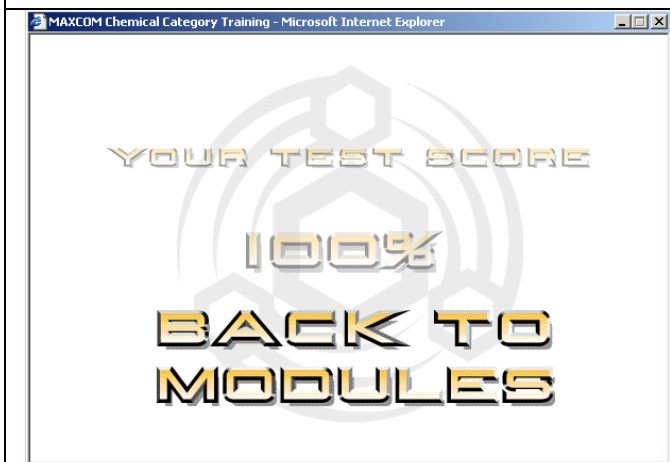
14. After viewing each training module, you are asked to take the test. Click on the words to go to the test.



15. After taking each test, you are asked for your activation code. When you enter your activation code, then the scores are displayed and recorded. If you do not see this, please contact Technical Support At 800-524-7096 or at tech@maxcomonline.com



16. View of the Score after entering your activation code.



17. Click on Back to Modules to continue with another training module.

Good luck on the training and remember:

**SAFETY IS
EVERYONE'S RESPONSIBILITY
AND DUTY!**