

MARATHON REFINERY CONTRACTOR FILE SHARE ACCESS

Marathon Petroleum Refinery Safe Practices, Procedures, Standards and Specifications can be accessed at: <https://mpcext.sharepoint.com/sites/MPC-Ref-Specs-Stds>

STEP 1:

Contact your Site Contact Administrators for login credentials.

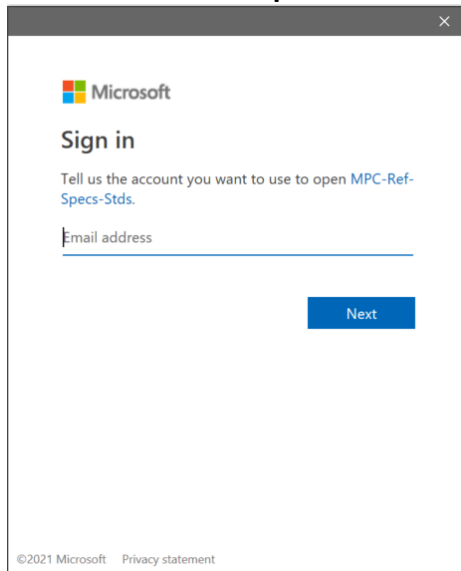
<https://MarathonRefineryContractor.com> identifies Site Contact Administrators.

STEP 2:

Click on the hyper link <https://mpcext.sharepoint.com/sites/MPC-Ref-Specs-Stds>

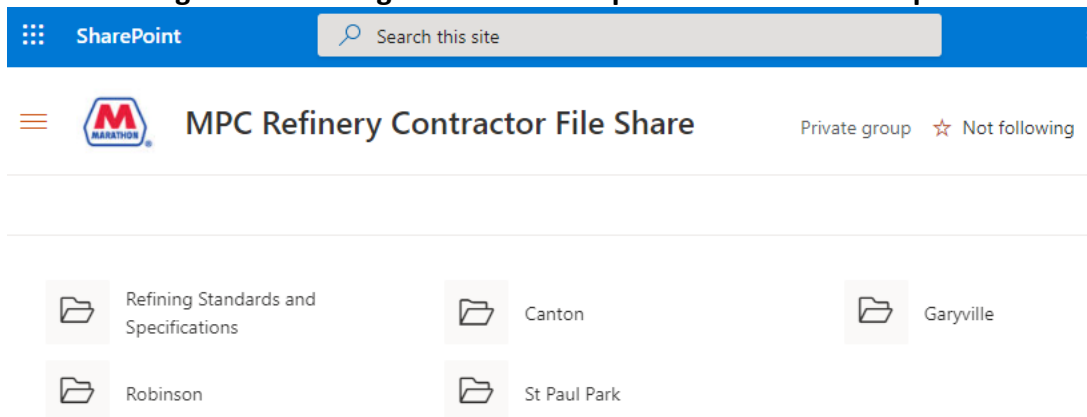
STEP 3:

Sign in with one of the five provided User IDs and corresponding password.



A screenshot of a Microsoft sign-in window. The window title is "Microsoft" and the main heading is "Sign in". Below the heading, it says "Tell us the account you want to use to open MPC-Ref-Specs-Stds." There is a text input field labeled "Email address" and a blue "Next" button. At the bottom left, there is a small copyright notice: "©2021 Microsoft Privacy statement".

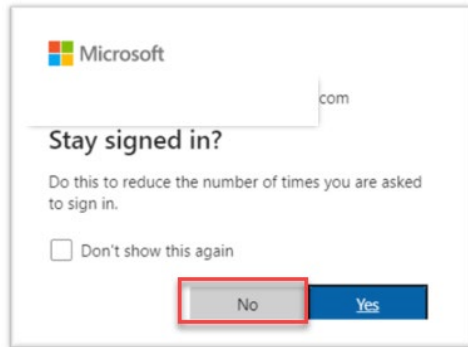
Select folder to navigate to 'Refining Standards and Specifications' or 'Site-Specific' material.



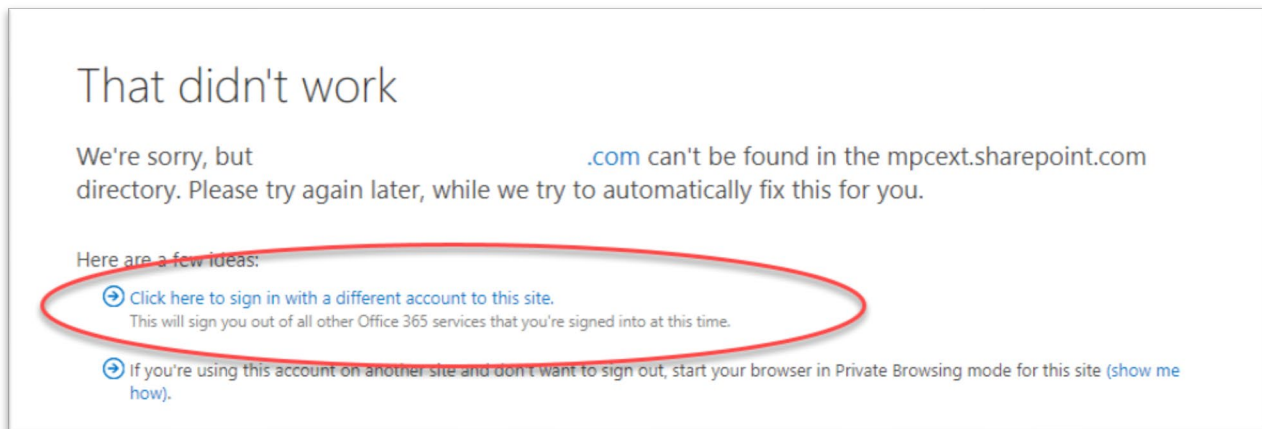
A screenshot of a SharePoint site interface. The top navigation bar is blue and contains the "SharePoint" logo, a search bar with the text "Search this site", and a "Share" icon. Below the navigation bar, there is a header section with the Marathon logo, the site title "MPC Refinery Contractor File Share", and the text "Private group ☆ Not following". The main content area displays five folder icons with their respective names: "Refining Standards and Specifications", "Canton", "Garyville", "Robinson", and "St Paul Park".

USEFUL INFORMATION

If the first UserID and password does not provide access, try the next provided UserID and password. Also, when not in use, sign out of account to allow others access.



If user is currently signed in with a different Microsoft account and receives an error below, use 'Click here to sign in with a different account to this site' and enter the Marathon Refinery Contractor File Share account credentials provided by Site Contact Administrator.



Once appropriate files have been viewed, User should log out of Marathon Refinery Contractor File Share site and close browsers.

