



User Guide: Enroll in a Class (for Employees)

Purpose

There are a number of paths one can use to enroll in Oracle Learning Management (OLM), Montgomery County's learning management system. This guide provides the most efficient path to enroll in classes. The enrollment information here can be used by any employee of Montgomery County Government.

Contractors, Volunteers and Interns who have a MCG Computer Network login should refer to the [User Guide for MCG Contractors and Volunteers](#) for enrollment instructions.

Additional Information

Before logging into OLM, we recommend that you decide which classes you want to enroll in. These can be found on the OHR Training and Organizational Development webpage (<http://www.montgomerycountymd.gov/hr/careerdevelopment/training.html#1>), select Programs and Catalogs to access the two catalogs:

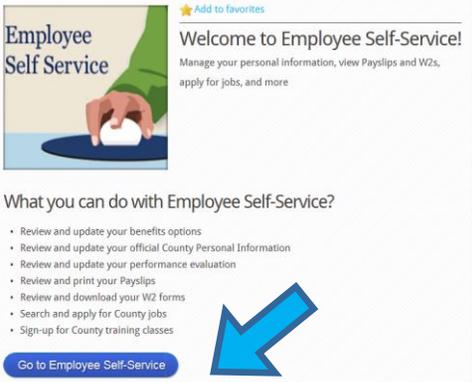
- **Career Development Programs – Training Catalog:** Includes Professional Development, Management Development, Mandatory Classes and Microsoft Word Classes.
- **HHS Continuous Learning – Course Catalog (CCL):** Topics of interest to the Department of Health and Human Services; social workers and therapists throughout the County.

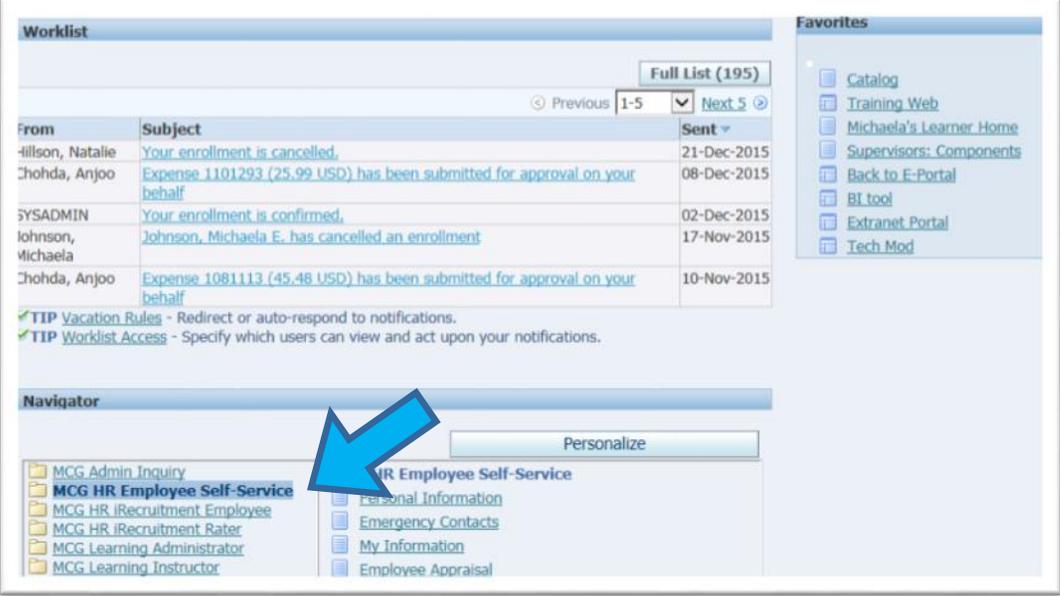
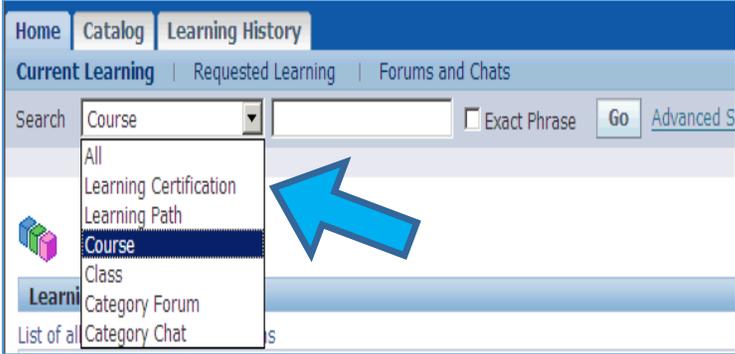
Once you have located the class you want, go to OLM to enroll. Once you have completed your enrollment, an email confirmation will be sent to you the next day. This will include the detailed information, including address of the class. Please keep it for reference. Seven days before the class is scheduled, you will receive a reminder.

Questions

If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.

User Guide: How to Enroll in a class (for MCG Employees)

Step	Action	Visual
1.	<p>Go to the AccessMCG ePortal: https://eportal.montgomerycountymd.gov.</p> <p>We recommend that you bookmark, or add this link to your favorites for future use.</p> <p>Enter your MCG Network user name and password.</p> <p>Click Log in.</p>	
2.	<p>The ePortal menu will open.</p> <p>Click Employee Self-Service.</p>	
3.	<p>Employee Self-Service Welcome page will open.</p> <p>Click on the blue Go to Employee Self-Service button.</p>	

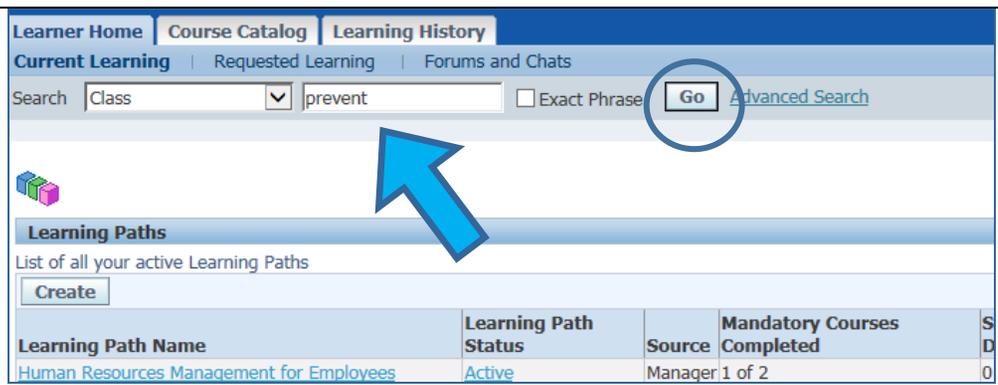
<p>4.</p>	<p>Employee Self-Service will open.</p> <p>Click on MCG HR Employee Self-Service.</p>	 <p>The screenshot shows a 'Worklist' section with a table of notifications. Below it is a 'Navigator' section with a tree view of menu items. 'MCG HR Employee Self-Service' is highlighted in the tree view, and a blue arrow points to it.</p> <table border="1"> <thead> <tr> <th>From</th> <th>Subject</th> <th>Sent</th> </tr> </thead> <tbody> <tr> <td>Hillson, Natalie</td> <td>Your enrollment is cancelled,</td> <td>21-Dec-2015</td> </tr> <tr> <td>Chohda, Anjoo</td> <td>Expense 1101293 (25.99 USD) has been submitted for approval on your behalf</td> <td>08-Dec-2015</td> </tr> <tr> <td>SYSADMIN</td> <td>Your enrollment is confirmed,</td> <td>02-Dec-2015</td> </tr> <tr> <td>Johnson, Michaela</td> <td>Johnson, Michaela E. has cancelled an enrollment</td> <td>17-Nov-2015</td> </tr> <tr> <td>Chohda, Anjoo</td> <td>Expense 1081113 (45.48 USD) has been submitted for approval on your behalf</td> <td>10-Nov-2015</td> </tr> </tbody> </table>	From	Subject	Sent	Hillson, Natalie	Your enrollment is cancelled,	21-Dec-2015	Chohda, Anjoo	Expense 1101293 (25.99 USD) has been submitted for approval on your behalf	08-Dec-2015	SYSADMIN	Your enrollment is confirmed,	02-Dec-2015	Johnson, Michaela	Johnson, Michaela E. has cancelled an enrollment	17-Nov-2015	Chohda, Anjoo	Expense 1081113 (45.48 USD) has been submitted for approval on your behalf	10-Nov-2015
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<p>5.</p>	<p>The Learner Home link will appear.</p> <p>Click on Learner Home under the <i>Learning</i> menu that appears on the right side.</p>	 <p>The screenshot shows a 'Learner Access : Learning' menu with two links: 'Learner Home' and 'External Learning'. A blue arrow points to the 'Learner Home' link.</p>																		
<p>6.</p>	<p>The OLM Learner Home page will open.</p> <p>Click the drop-down arrow next to the <i>Search</i> window.</p> <p>Change <i>Course</i> to <i>Class</i>.</p>	 <p>The screenshot shows a search interface with a dropdown menu open. The 'Class' option is selected, and a blue arrow points to it.</p>																		

7. Go to the **Search** box.

In the **Search box**, enter **only one word** from the class title.

In this example, we are searching for *Preventing Workplace Harassment*, so we typed the word, “prevent” in the Search box.

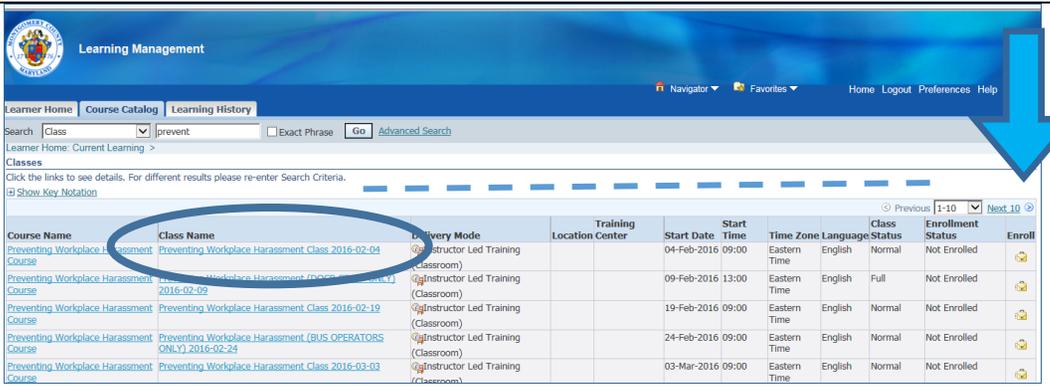
Click **Go**.



8. A **list of classes** will open.

Locate the class you want.

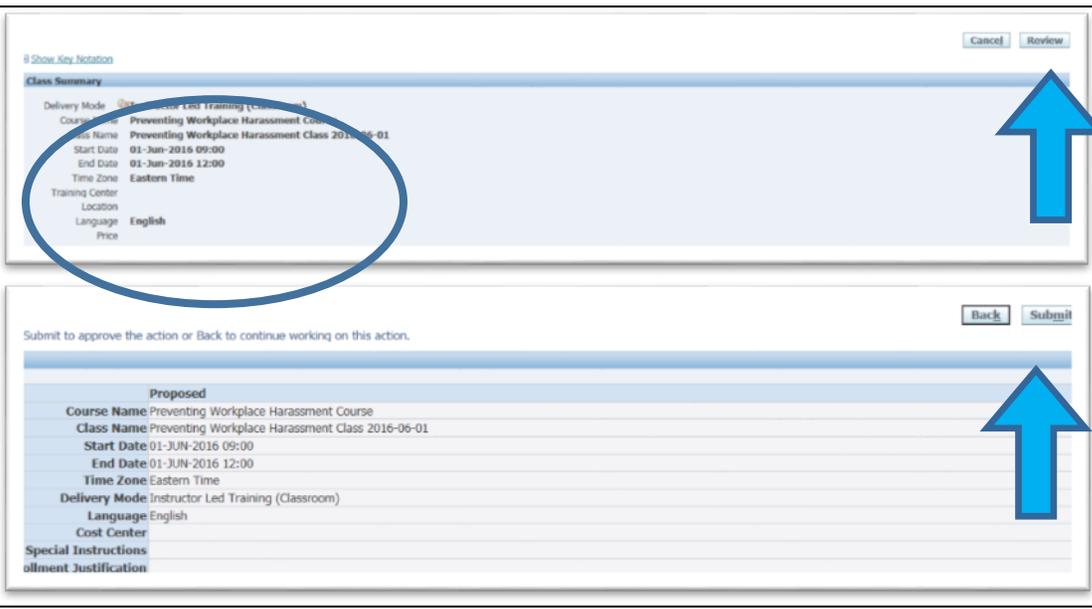
Click on the **Enroll** button at the far right.

9. The **Class Summary** page will open.

Review the *Enrollment details*.

Click **Review**.

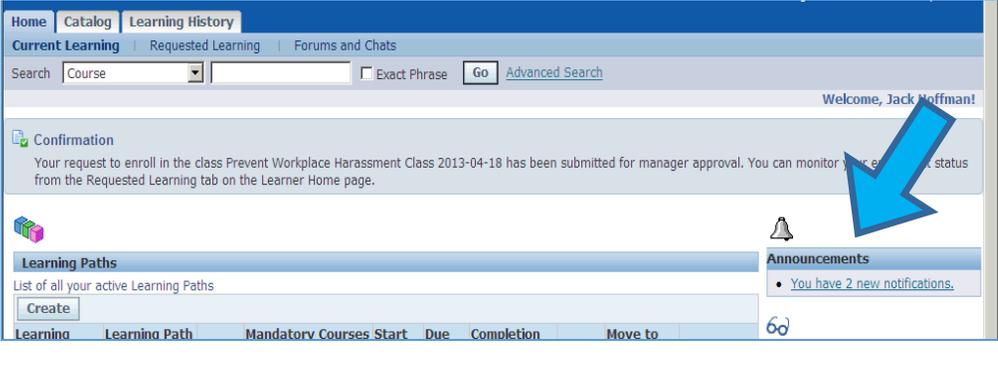
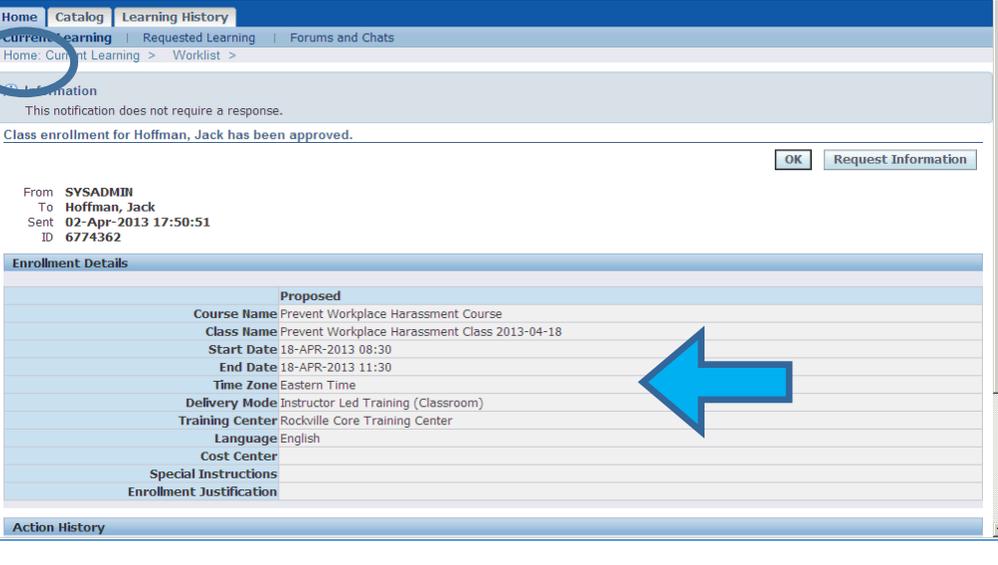


Another *Enrollment Details* window will open.
Click **Submit**.

10. You will automatically be returned to your **Learner Home** page.
- You can see your enrollments under your *Enrollments* section.

The screenshot shows the 'Learner Home' page in a Windows Internet Explorer browser. The address bar shows the URL: https://int01.mc.gov.org/ent01/s31/OA_HTML/OA.jsp?OAFunc=OTA_LEARNER_HOME_PARMSS&OAFIP=OT. The page title is 'Learning Management'. The user is logged in as 'Jack Hoffman'. The page features a navigation menu with 'Home', 'Catalog', and 'Learning History'. A search bar is present with the text 'Course' and a 'Go' button. Below the search bar, there are sections for 'Learning Paths' and 'Enrollments'. The 'Enrollments' section contains a table with columns for 'Class Name', 'Type', 'Status', 'Item', 'Start Date', 'End Date', 'Completion Date', 'Time Zone', 'Move to Play History', 'Unenroll', and 'Evaluate'. A large blue arrow points to the 'Enrollments' section header.

Class Name	Type	Status	Item	Start Date	End Date	Completion Date	Time Zone	Move to Play History	Unenroll	Evaluate
Prevent Workplace Harassment Class 2013-04-18		Enrolled		18-Apr-2013 08:30:00	18-Apr-2013 11:30:00		Eastern Time			

<p>11.</p>	<p>You will also see a new notification on your Learner Home page.</p> <p>This is a hyperlink, so you can click on it to review your enrollment details.</p>	 <p>The screenshot shows the 'Learner Home' interface with a notification banner: 'Confirmation: Your request to enroll in the class Prevent Workplace Harassment Class 2013-04-18 has been submitted for manager approval. You can monitor the enrollment status from the Requested Learning tab on the Learner Home page.' A blue arrow points to the notification link. Below the notification is a 'Learning Paths' section and an 'Announcements' section stating 'You have 2 new notifications.'</p>																								
<p>12.</p>	<p>When you click the new notification link (Step 11), this page displays detailed enrollment information.</p> <p>To return to your Learner Home page, click the Home tab.</p> <p>Do not use the browser's Back button.</p>	 <p>The screenshot shows the 'Detailed Enrollment Information' page. The 'Home' tab in the top navigation bar is circled in blue. The main content area shows 'Class enrollment for Hoffman, Jack has been approved.' Below this is an email header: 'From: SYSADMIN, To: Hoffman, Jack, Sent: 02-Apr-2013 17:50:51, ID: 6774362'. The 'Enrollment Details' section is highlighted with a blue arrow and contains the following information:</p> <table border="1"> <thead> <tr> <th colspan="2">Proposed</th> </tr> </thead> <tbody> <tr> <td>Course Name</td> <td>Prevent Workplace Harassment Course</td> </tr> <tr> <td>Class Name</td> <td>Prevent Workplace Harassment Class 2013-04-18</td> </tr> <tr> <td>Start Date</td> <td>18-APR-2013 08:30</td> </tr> <tr> <td>End Date</td> <td>18-APR-2013 11:30</td> </tr> <tr> <td>Time Zone</td> <td>Eastern Time</td> </tr> <tr> <td>Delivery Mode</td> <td>Instructor Led Training (Classroom)</td> </tr> <tr> <td>Training Center</td> <td>Rockville Core Training Center</td> </tr> <tr> <td>Language</td> <td>English</td> </tr> <tr> <td>Cost Center</td> <td></td> </tr> <tr> <td>Special Instructions</td> <td></td> </tr> <tr> <td>Enrollment Justification</td> <td></td> </tr> </tbody> </table> <p>At the bottom, there is an 'Action History' section.</p>	Proposed		Course Name	Prevent Workplace Harassment Course	Class Name	Prevent Workplace Harassment Class 2013-04-18	Start Date	18-APR-2013 08:30	End Date	18-APR-2013 11:30	Time Zone	Eastern Time	Delivery Mode	Instructor Led Training (Classroom)	Training Center	Rockville Core Training Center	Language	English	Cost Center		Special Instructions		Enrollment Justification	
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