



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 (www.montgomerycountymd.gov/training). There are two catalogs on line:

- [Office of Human Resources \(OHR\) - Training Catalog](#): Includes Professional Development, Management Development, Mandatory Classes and Microsoft Word Classes.
- [Health and Human Services \(HHS\) - Center for Continuous Learning \(CCL\) Training Catalog](#): 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.

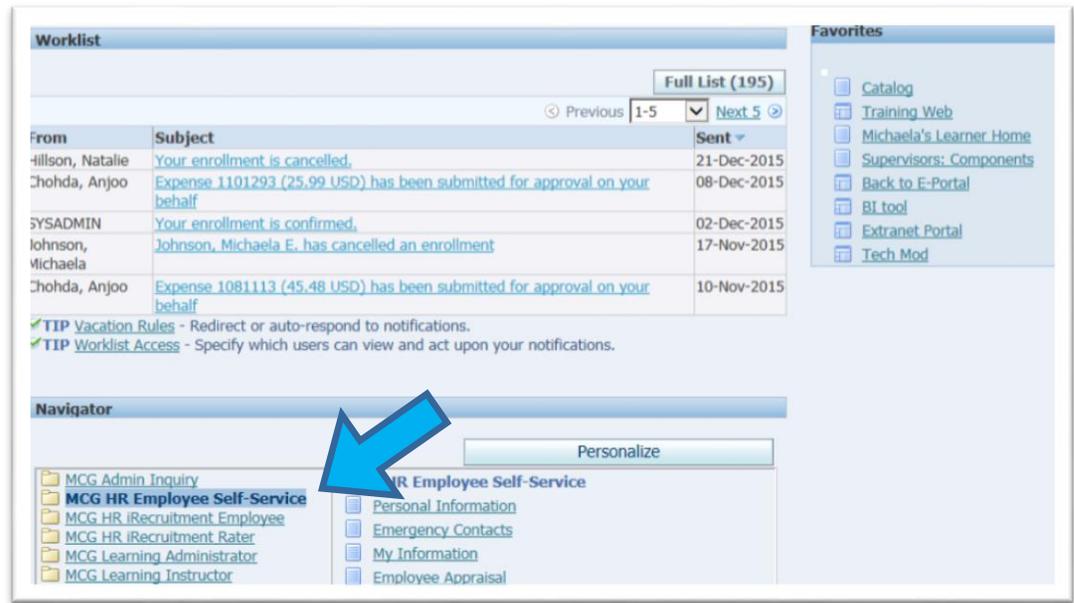
Questions

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>	

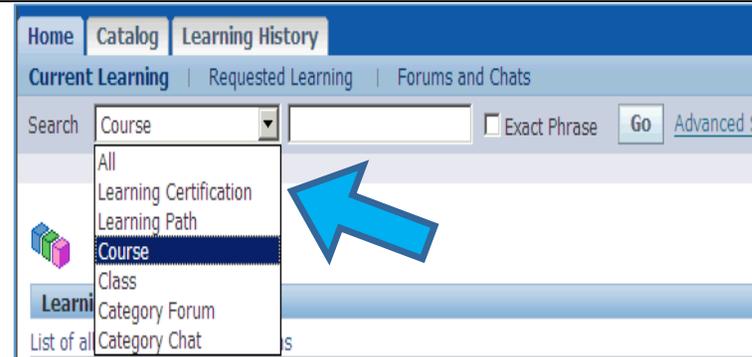
4. **Employee Self-Service** will open.
Click on **MCG HR Employee Self-Service**.



5. The **Learner Home** link will appear.
Click on **Learner Home** under the *Learning* menu that appears on the right side.



6. The **OLM Learner Home** page will open.
Click the **drop-down arrow** next to the *Search* window.
Change *Course* to *Class*.

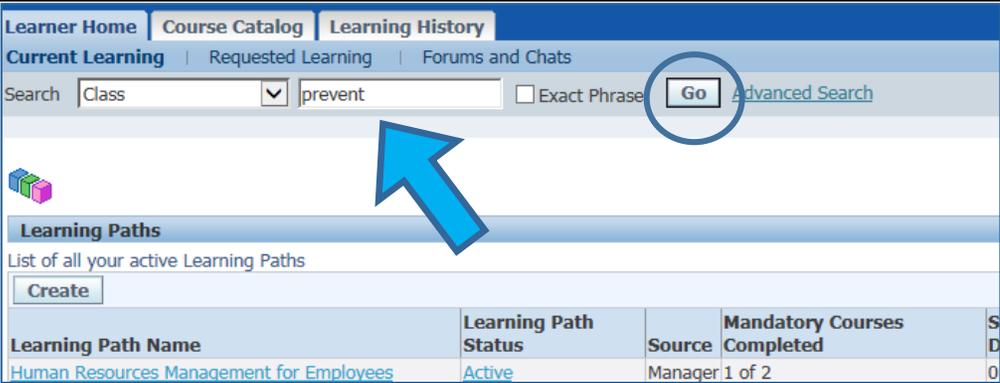


7. Go to the **Search** box.

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.

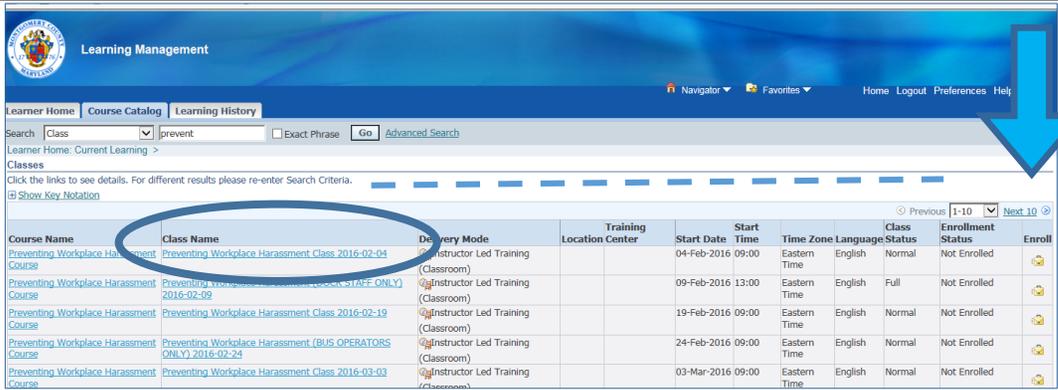
Click **Go**.



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**.

Submit to approve the action or Back to continue working on this action.

Proposed	
Course Name	Preventing Workplace Harassment Course
Class Name	Preventing Workplace Harassment Class 2016-06-01
Start Date	01-JUN-2016 09:00
End Date	01-JUN-2016 12:00
Time Zone	Eastern Time
Delivery Mode	Instructor Led Training (Classroom)
Language	English
Cost Center	
Special Instructions	
Enrollment Justification	



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

Learner Home - Windows Internet Explorer

https://int01.mc.gov.org/enr01/s31/OA_HTML/OA.jsp?OAFunc=OTA_LEARNER_HOME_PARM\$OAH#OT

File Edit View Favorites Tools Help

Learning Management

Home Logout Preferences Help

Home Catalog Learning History

Home Learning Requested Learning Forums and Chats

Search Course Exact Phrase [Advanced Search](#)

Welcome, Jack Hoffman!

Learning Paths

List of all your active Learning Paths

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Move to Update History	Unsubscribe
No results found.								

Enrollments

Enrollments in with enrollments, including those in classes that are part of a learning certification or learning path.

Show Key Icons

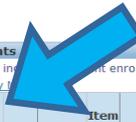
Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Move to Play History	Unenroll or Sign	Evaluate
Prevent Workplace Harassment Class 2013-04-18		Enrolled		18-Apr-2013 08:30:00	18-Apr-2013 11:30:00		Eastern Time	<input type="button" value="Play History"/>	<input type="button" value="Unenroll"/>	<input type="button" value="Sign"/>

Announcements

- You have 2 new notifications.

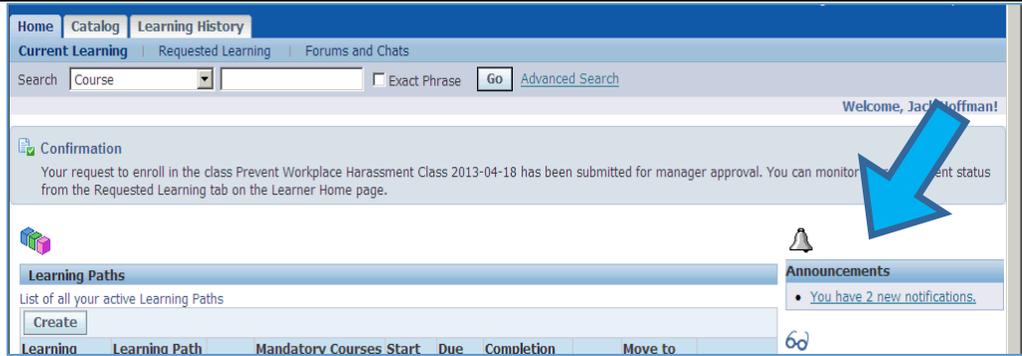
Browse Catalog

- HHS - Center for Continuous Learning
- MC Public Libraries Training
- OHR Training Institute



11. You will also see a **new notification** on your Learner Home page.

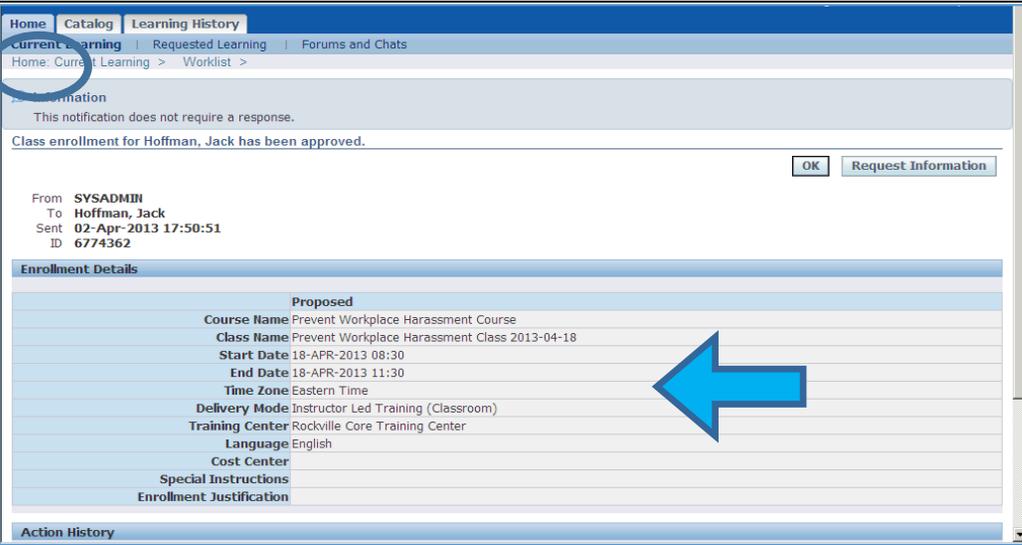
This is a hyperlink, so you can click on it to review your enrollment details.



12. When you click the new notification link (Step 11), this page displays detailed enrollment information.

To return to your Learner Home page, click the **Home** tab.

Do not use the browser's Back button.



Need Additional Assistance?

If need additional assistance using this guide or accessing MCG OLM for Contractors and Volunteers, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.