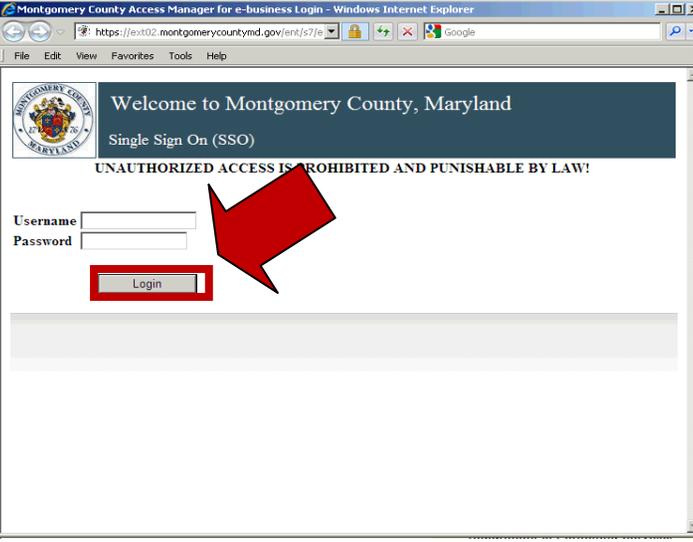
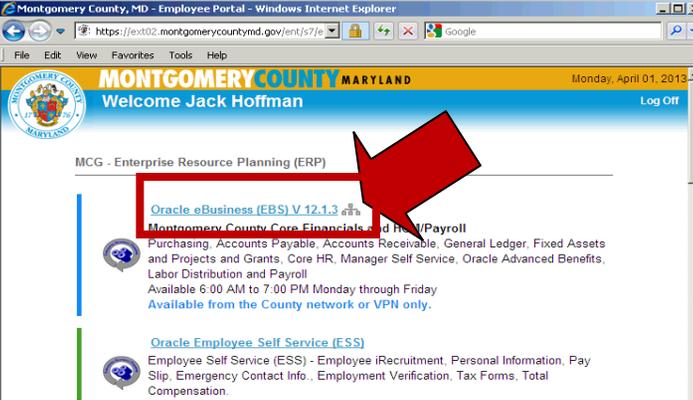
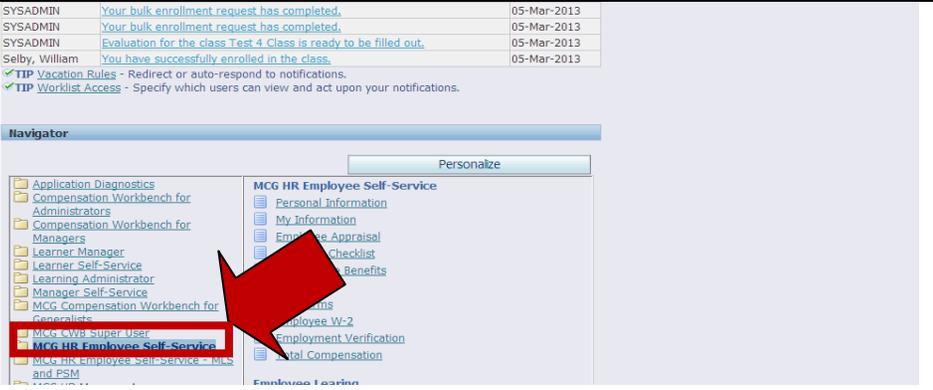
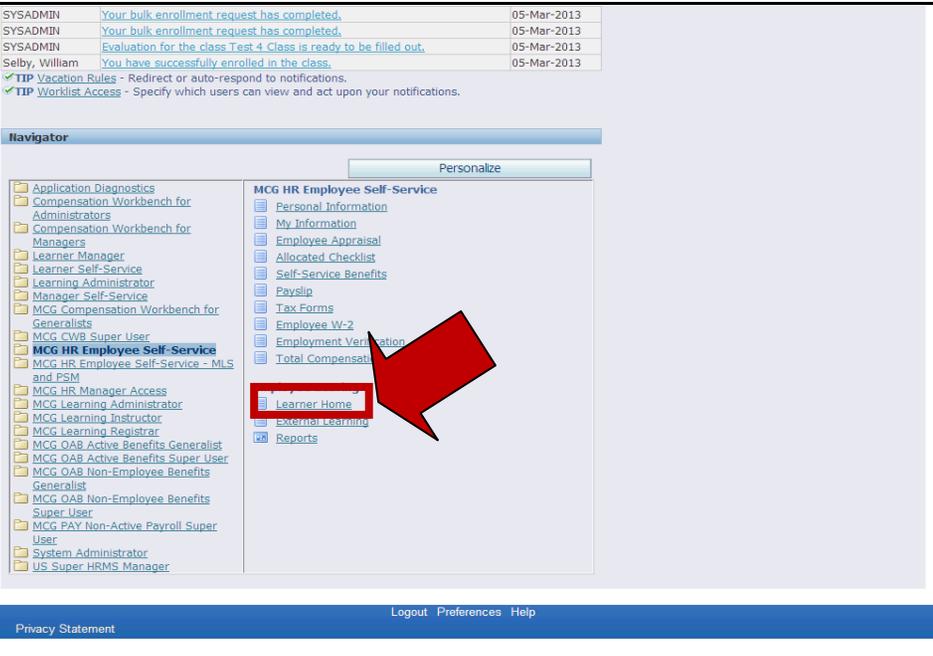
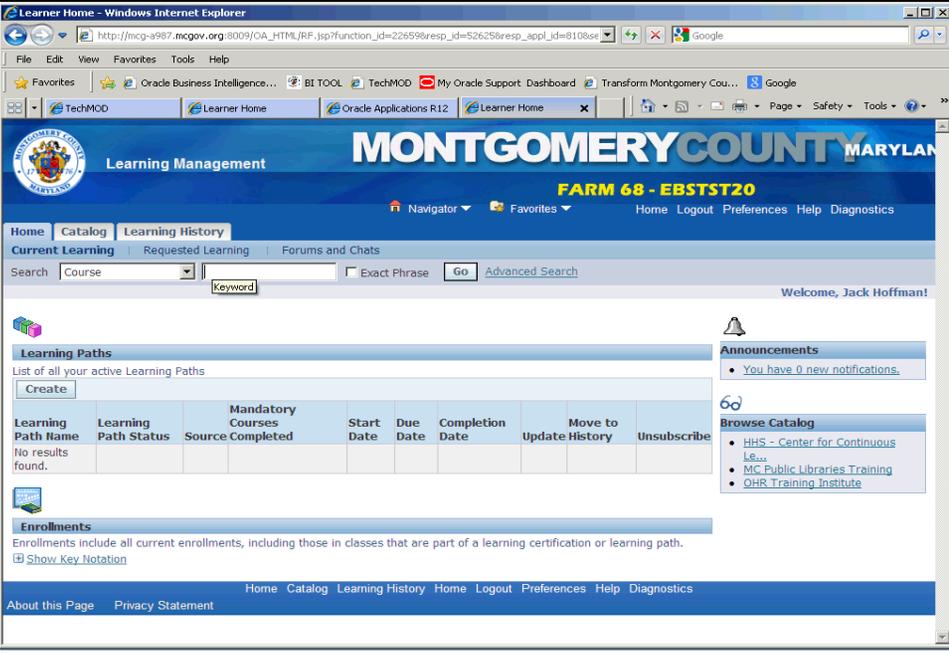
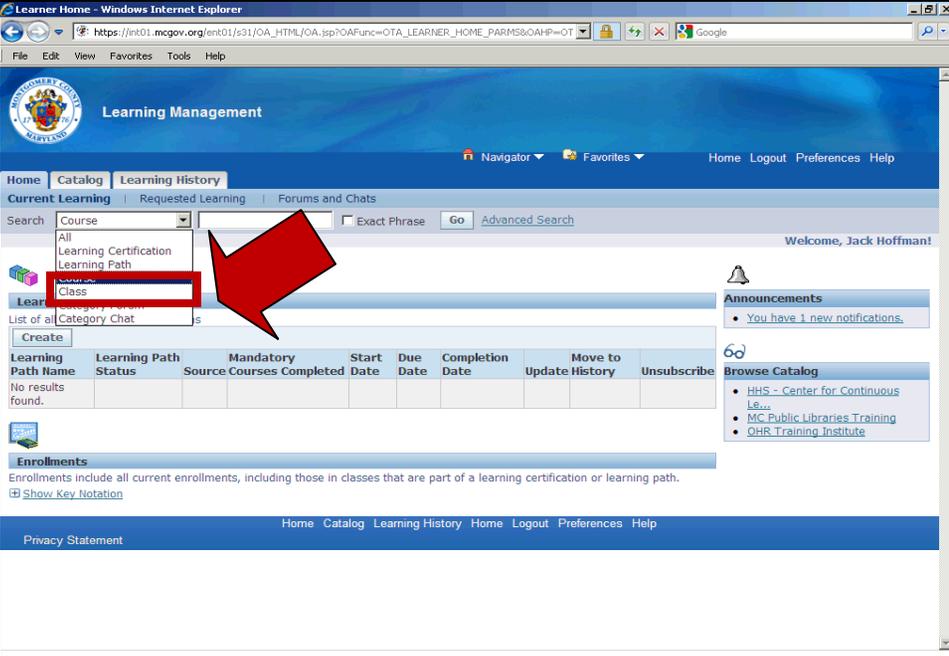


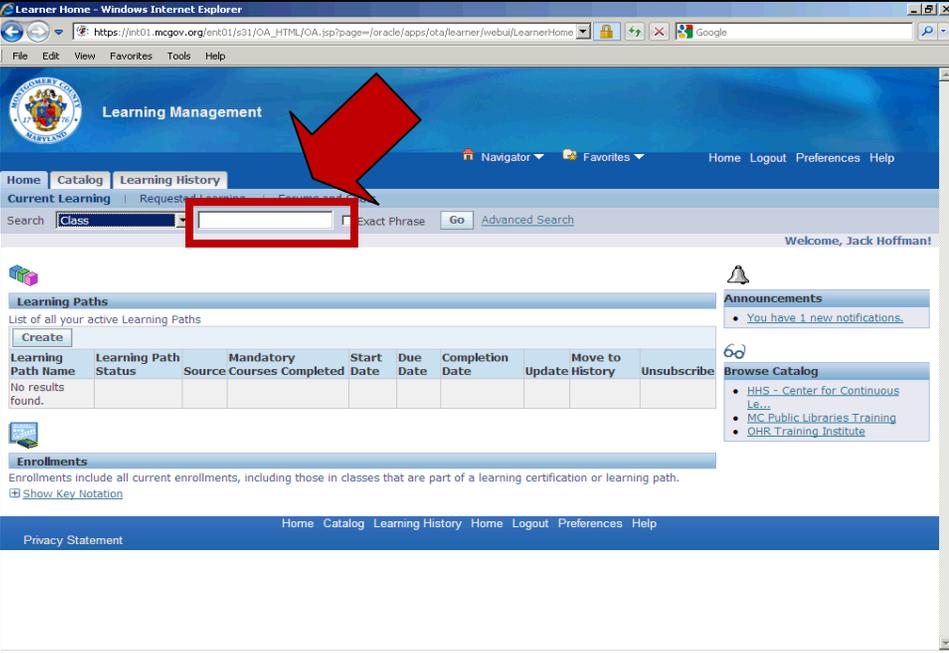
Enroll in a Class

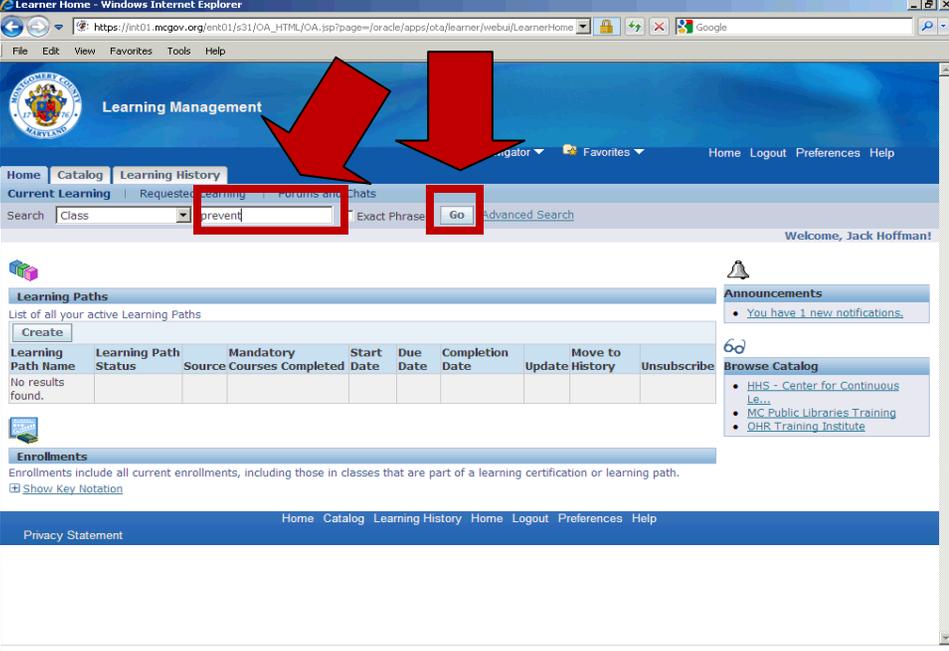
Step	Action	
1.	<p>Go to the County Portal: portal.mcgov.org Enter in your username and password</p> <p>Click Login Button</p>	
2.	<p>Click on the Oracle eBusiness link</p>	

Step	Action	
3.	Select the MCG HR Employee Self-Service role. Click the MCG HR Employee Self-Service link. 	 <p> SYSADMIN Your bulk enrollment request has completed. 05-Mar-2013 SYSADMIN Your bulk enrollment request has completed. 05-Mar-2013 SYSADMIN Evaluation for the class Test 4 Class is ready to be filled out. 05-Mar-2013 Selby, William You have successfully enrolled in the class. 05-Mar-2013 ✓ TIP Vacation Rules - Redirect or auto-respond to notifications. ✓ TIP Worklist Access - Specify which users can view and act upon your notifications. </p> <p> Navigator Personalize </p> <ul style="list-style-type: none"> Application Diagnostics Compensation Workbench for Administrators Compensation Workbench for Managers Learner Manager Learner Self-Service Learning Administrator Manager Self-Service MCG Compensation Workbench for Generalists MCG CWB Super User MCG HR Employee Self-Service MCG HR Employee Self-Service - MIS and PSM <ul style="list-style-type: none"> MCG HR Employee Self-Service <ul style="list-style-type: none"> Personal Information My Information Employee Appraisal Allocated Checklist Self-Service Benefits Payslip Tax Forms Employee W-2 Employment Verification Total Compensation
4.	Click the Learner Home link. 	 <p> SYSADMIN Your bulk enrollment request has completed. 05-Mar-2013 SYSADMIN Your bulk enrollment request has completed. 05-Mar-2013 SYSADMIN Evaluation for the class Test 4 Class is ready to be filled out. 05-Mar-2013 Selby, William You have successfully enrolled in the class. 05-Mar-2013 ✓ TIP Vacation Rules - Redirect or auto-respond to notifications. ✓ TIP Worklist Access - Specify which users can view and act upon your notifications. </p> <p> Navigator Personalize </p> <ul style="list-style-type: none"> Application Diagnostics Compensation Workbench for Administrators Compensation Workbench for Managers Learner Manager Learner Self-Service Learning Administrator Manager Self-Service MCG Compensation Workbench for Generalists MCG CWB Super User MCG HR Employee Self-Service MCG HR Employee Self-Service - MIS and PSM MCG HR Manager Access MCG Learning Administrator MCG Learning Instructor MCG Learning Registrar MCG OAB Active Benefits Generalist MCG OAB Active Benefits Super User MCG OAB Non-Employee Benefits Generalist MCG OAB Non-Employee Benefits Super User MCG PAY Non-Active Payroll Super User System Administrator US Super HRMS Manager <ul style="list-style-type: none"> MCG HR Employee Self-Service <ul style="list-style-type: none"> Personal Information My Information Employee Appraisal Allocated Checklist Self-Service Benefits Payslip Tax Forms Employee W-2 Employment Verification Total Compensation Learner Home External Learning Reports <p style="text-align: right;">Logout Preferences Help</p> <p>Privacy Statement</p>

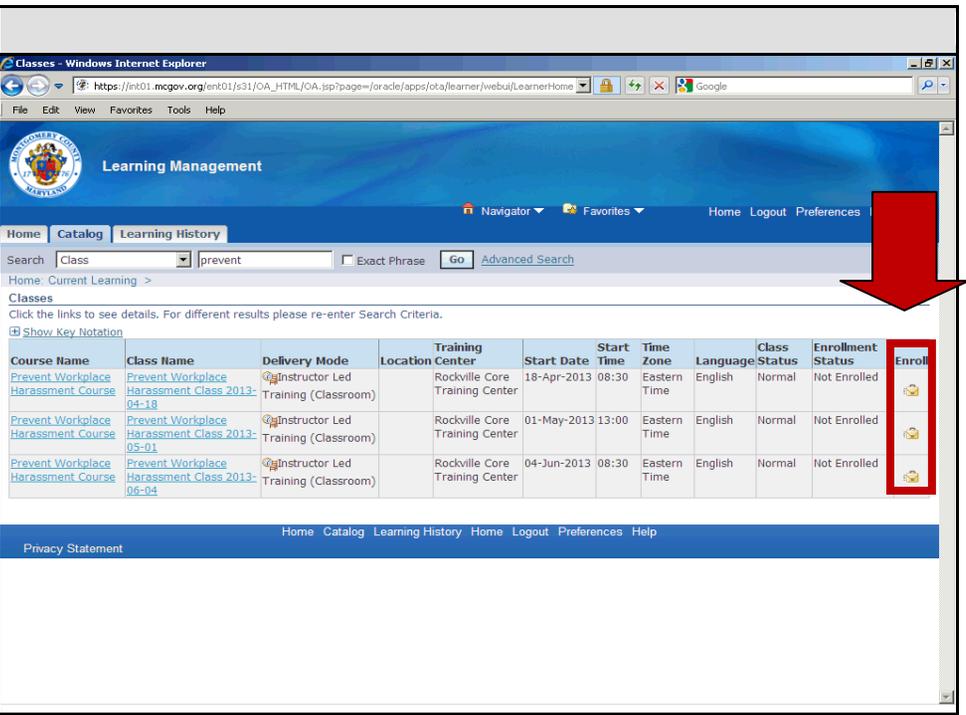
Step	Action	
5.	<p>Your Learner Home page displays. From here, find the class you want by using any of the following functions:</p> <ul style="list-style-type: none"> • Browse Catalog links • Catalog tab • Search function 	

Step	Action	Screenshot
6.	From your OLM Home page, click the Search list and use the drop down to select class.	 <p>The screenshot shows the 'Learner Home' page in Internet Explorer. The search bar is set to 'Course'. A dropdown menu is open, showing options: 'All', 'Learning Certification', 'Learning Path', and 'Class'. The 'Class' option is highlighted with a red box, and a red arrow points to it. Below the search bar, there is a table with columns: Learning Path Name, Learning Path Status, Mandatory Source, Courses Completed, Start Date, Due Date, Completion Date, Move to Update History, and Unsubscribe. The table currently shows 'No results found.' There are also sections for 'Announcements' (1 new notification) and 'Browse Catalog' (HHS - Center for Continuous Learning, MC Public Libraries Training, OHR Training Institute).</p>

Step	Action	
7.	Click in the Search field.	 <p>The screenshot shows the 'Learning Management' interface in a Windows Internet Explorer browser. The address bar shows the URL: https://link01.mcgov.org/ent01/s31/OA_HTML/OA.jsp?page=/foracle/apps/ota/learner/webui/LearnerHome. The page features a blue header with the 'Learning Management' title and navigation links like 'Home', 'Catalog', and 'Learning History'. A search bar is located below the header, with a dropdown menu set to 'Class' and a search button labeled 'Go'. A red box highlights the search input field, and a red arrow points to it from the right. Below the search bar, there are sections for 'Learning Paths', 'Enrollments', and 'Announcements'. The 'Learning Paths' section shows a table with columns for Learning Path Name, Learning Path Status, Mandatory Source Courses Completed, Start Date, Due Date, Completion Date, Move to Update History, and Unsubscribe. The 'Enrollments' section shows a list of current enrollments. The 'Announcements' section shows a notification: 'You have 1 new notifications.' The footer includes a 'Privacy Statement' link and navigation links: 'Home Catalog Learning History Home Logout Preferences Help'.</p>

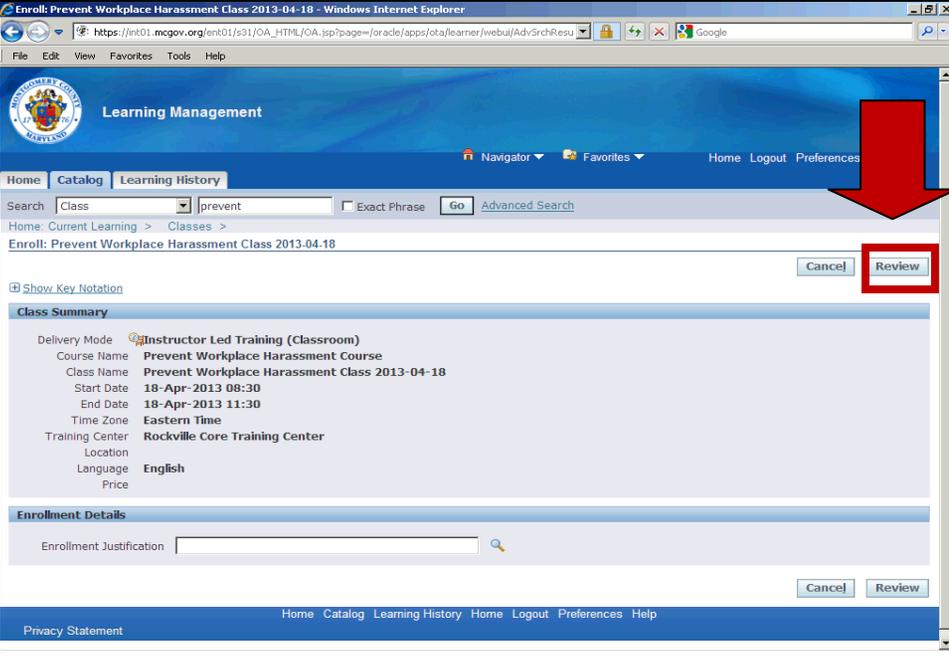
Step	Action	
8.	<p>Type in the name of the class, or part of the name into the Search field and hit GO.</p> <p></p>	 <p>The screenshot shows a web browser window titled "Learner Home - Windows Internet Explorer". The address bar shows the URL: https://link01.mcgov.org/ent01/s31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/LearnerHome. The page header includes the "Learning Management" logo and navigation links: Home, Catalog, Learning History, Home Logout Preferences Help. Below the header is a search bar with a dropdown menu set to "Class", a text input field containing "prevent", and a "Go" button. The "Go" button and the text input field are both highlighted with red boxes. Two red arrows point to the search field and the "Go" button. Below the search bar, there are sections for "Learning Paths", "Enrollments", and "Browse Catalog".</p>

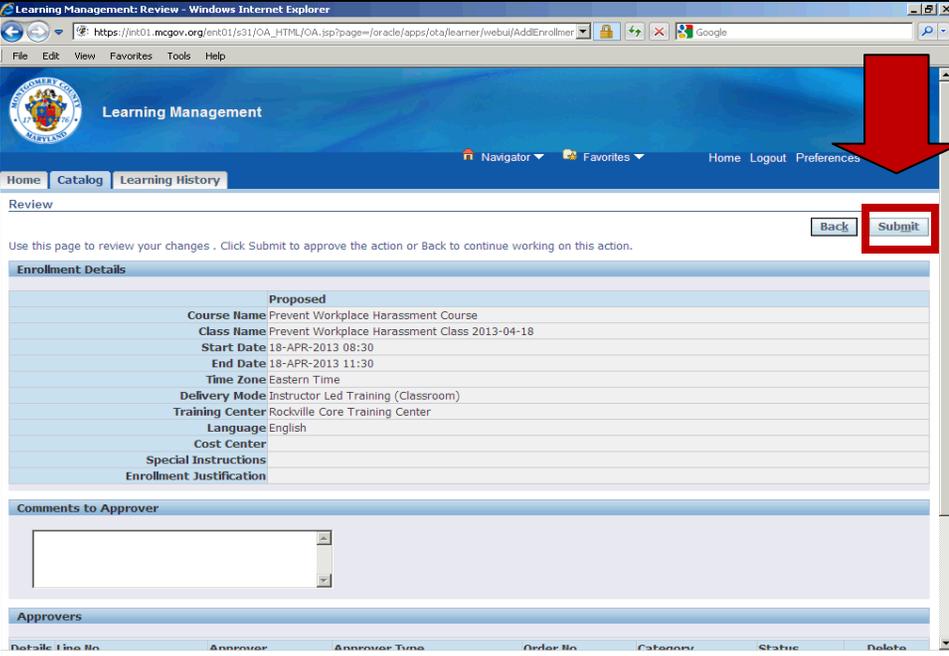
Step	Action
9.	Find the Class you want to enroll in and click on the Enroll button. 

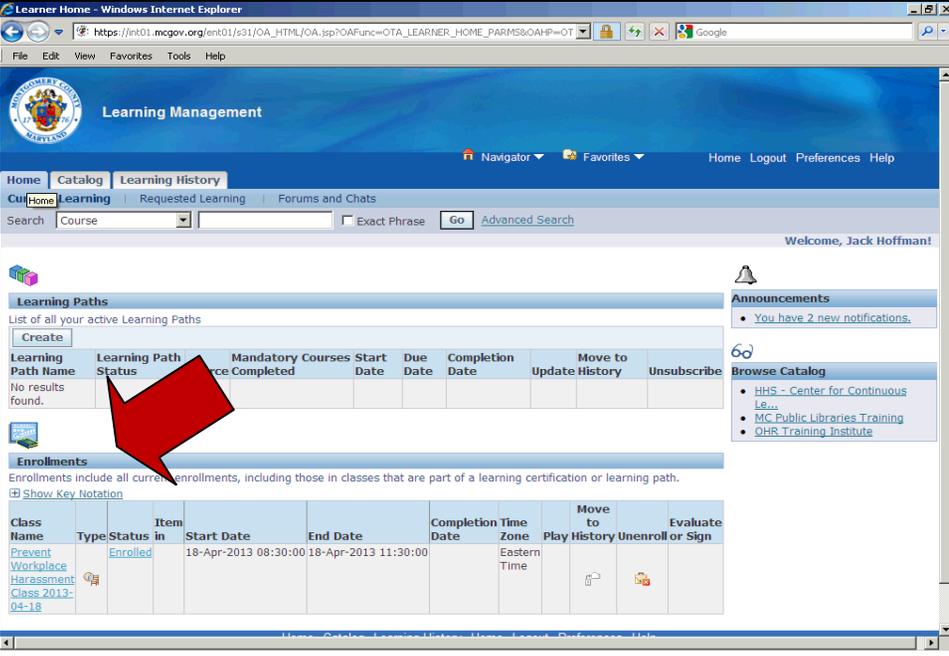


The screenshot shows a web browser window displaying the Learning Management System. The search bar contains the word 'prevent'. Below the search bar, there is a table of search results. The table has columns for Course Name, Class Name, Delivery Mode, Location Center, Start Date, Time, Time Zone, Language, Class Status, Enrollment Status, and Enroll. A red arrow points to the 'Enroll' button in the first row of the table.

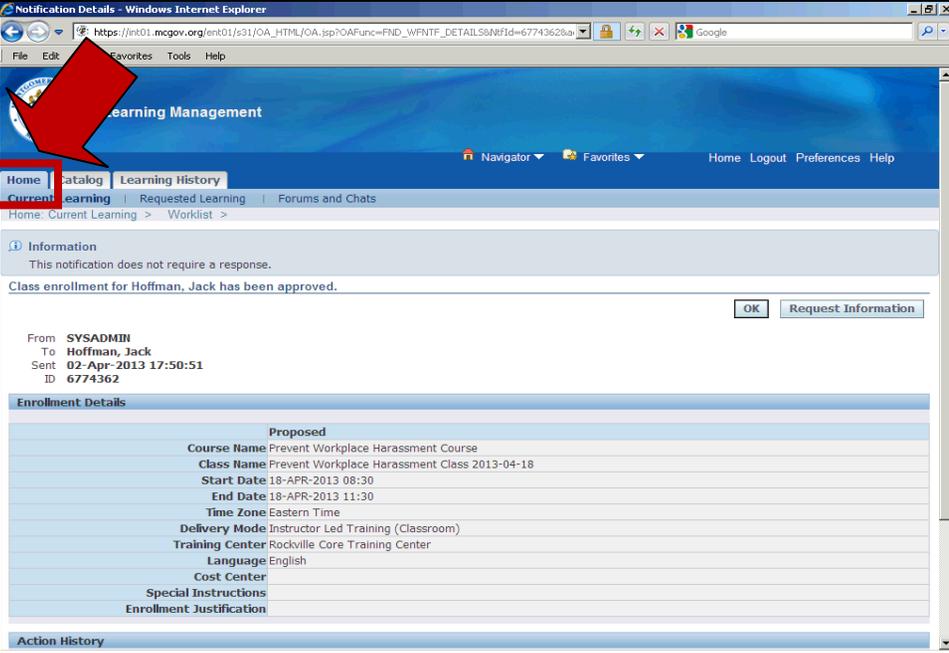
Course Name	Class Name	Delivery Mode	Location Center	Start Date	Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-04-18	Instructor Led Training (Classroom)	Rockville Core Training Center	18-Apr-2013	08:30	Eastern Time	English	Normal	Not Enrolled	
Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-05-01	Instructor Led Training (Classroom)	Rockville Core Training Center	01-May-2013	13:00	Eastern Time	English	Normal	Not Enrolled	
Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-06-04	Instructor Led Training (Classroom)	Rockville Core Training Center	04-Jun-2013	08:30	Eastern Time	English	Normal	Not Enrolled	

Step	Action	
10.	Review the Enrollment details and click the Review button.	 <p>The screenshot shows a web browser window with the URL https://lms01.mc.gov.org/ent01/s31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/AdvSrchrResu. The page title is "Enroll: Prevent Workplace Harassment Class 2013-04-18". The interface includes a navigation menu with "Home", "Catalog", and "Learning History". A search bar contains the text "prevent". Below the search bar, the page title "Enroll: Prevent Workplace Harassment Class 2013-04-18" is displayed. A "Review" button is highlighted with a red box and a red arrow pointing to it. The "Class Summary" section lists the following details:</p> <ul style="list-style-type: none">Delivery Mode: Instructor Led Training (Classroom)Course Name: Prevent Workplace Harassment CourseClass Name: Prevent Workplace Harassment Class 2013-04-18Start Date: 18-Apr-2013 08:30End Date: 18-Apr-2013 11:30Time Zone: Eastern TimeTraining Center: Rockville Core Training CenterLocation:Language: EnglishPrice: <p>The "Enrollment Details" section includes an "Enrollment Justification" text box. At the bottom of the page, there are "Cancel" and "Review" buttons. The footer contains "Privacy Statement" and navigation links: "Home Catalog Learning History Home Logout Preferences Help".</p>

Step	Action	Screenshot
11.	Review the verification details of the class and click the Submit button.	 <p>The screenshot shows a web browser window titled "Learning Management: Review - Windows Internet Explorer". The address bar shows the URL: https://int01.mc.gov.org/ent01/s31/OA_HTML/OA.jsp?page=/foracle/apps/ota/learner/webui/AddEnrollmer. The page header includes the Maryland State Seal and "Learning Management". Navigation links include "Home", "Catalog", and "Learning History". The main content area is titled "Review" and contains the following information:</p> <ul style="list-style-type: none"> Use this page to review your changes . Click Submit to approve the action or Back to continue working on this action. Enrollment Details <ul style="list-style-type: none"> 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 Comments to Approver <ul style="list-style-type: none"> A text input field with a small "x" icon on the right. Approvers <ul style="list-style-type: none"> A table header with columns: Details, Line No., Approver, Approver Type, Order No., Category, Status, Delete. <p>A red box highlights the "Submit" button, and a red arrow points to it from the right side of the browser window.</p>

Step	Action	Screenshot																						
12.	On your home page, you can see your enrollments under your Enrollments section.	 <p>The screenshot shows the LMS interface for Jack Hoffman. The 'Enrollments' section contains the following data:</p> <table border="1"> <thead> <tr> <th>Class Name</th> <th>Type</th> <th>Status</th> <th>Item</th> <th>Start Date</th> <th>End Date</th> <th>Completion Date</th> <th>Time Zone</th> <th>Move to Play History</th> <th>Unenroll or Sign</th> <th>Evaluate</th> </tr> </thead> <tbody> <tr> <td>Prevent Workplace Harassment Class 2013-04-18</td> <td></td> <td>Enrolled</td> <td></td> <td>18-Apr-2013 08:30:00</td> <td>18-Apr-2013 11:30:00</td> <td></td> <td>Eastern Time</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Class Name	Type	Status	Item	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			
Class Name	Type	Status	Item	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																	

Step	Action	Screenshot
13.	You will also see a new notification on your home Learner page. This is a hyperlink, so you can click on it to review your enrollment details.	<p>The screenshot shows the 'Learner Home' page in a Windows Internet Explorer browser. The address bar shows the URL: https://link01.mc.gov.org/ent01/s31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/EnrollmentRep. The page header includes the 'Learning Management' logo and navigation links like 'Home', 'Catalog', and 'Learning History'. A confirmation message states: 'Your request to enroll in the class Prevent Workplace Harassment Class 2013-04-18 has been submitted for manager approval. You can monitor your status from the Requested Learning tab on the Learner Home page.' Below this, the 'Learning Paths' section shows a table with no results. The 'Enrollments' section contains a table with one row: 'Prevent Workplace' with status 'Enrolled' and dates from 18-Apr-2013 08:30:00 to 18-Apr-2013 11:30:00. A red arrow points to a notification in the 'Announcements' sidebar that reads 'You have 2 new notifications.'</p>

Step	Action																									
14.	<p>This page displays with 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 a Windows Internet Explorer browser window displaying a notification page. The address bar shows the URL: https://lms01.mcgov.org/ent01/s31/OA_HTML/OA.jsp?OAFunc=FND_WFNFTF_DETAILS&NFId=6774362&... The page title is "Notification Details - Windows Internet Explorer". The navigation menu includes "Home", "Catalog", and "Learning History". The "Home" tab is highlighted with a red box and a red arrow. Below the navigation menu, there is a notification: "Class enrollment for Hoffman, Jack has been approved." with "OK" and "Request Information" buttons. The "Enrollment Details" section shows 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>Below the enrollment details 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	
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																										

- For more detailed information including step by step instructions, please take the online training (UPKs) available for OLM.
 - http://portal/tfmtmpl.asp?url=/content/departments_intranet/cex/transformMCG/HCM/olmupk.asp