ACCESS OLM – MANDATORY ETHICS TRAINING FOR NEW EMPLOYEES

1. Go to **eportal.montgomerycountymd.gov**
2. Enter your **County-issued username** and **password**.
3. Click **Login**

4. Find and click on the **Employee Self Service** app.
5. You will be redirected. Click on **Employee Self Service** again.
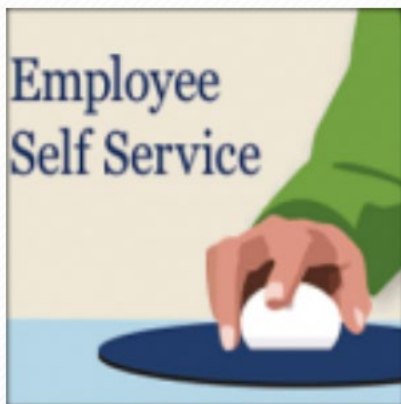
6. Click on **MCG HR Employee Self Service** → **Learner Home**

7. You will be redirected to the **Learner Homepage.** Under *Enrollments* look for **Mandatory Ethics Training for New Employees...**

Note: The **Play** option to join the class will be available 15 minutes prior to the class start time.

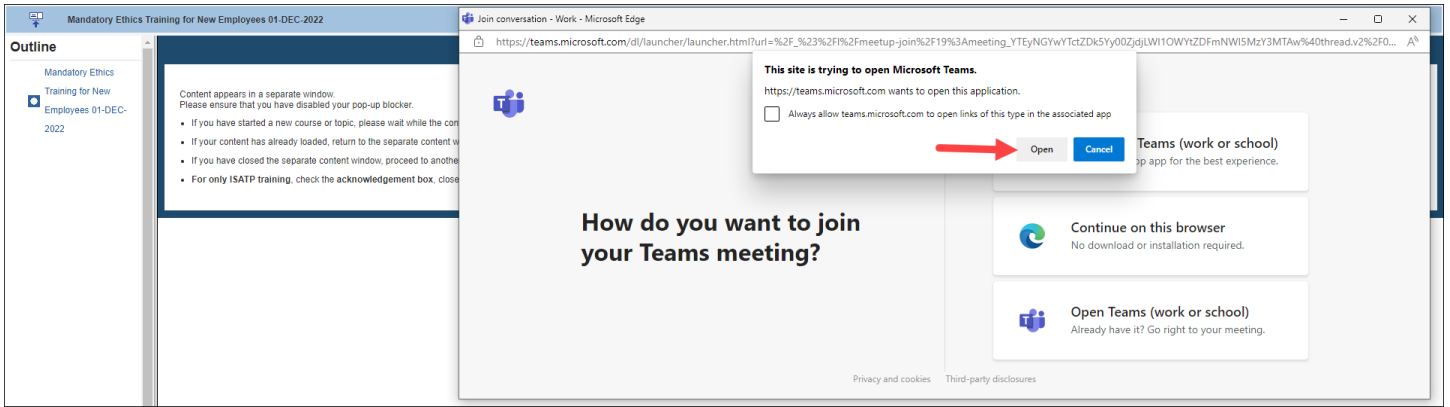8. Click on **Play** to join the training.

9. The training session will open in a new window.

10. You will be redirected to the **MS Teams** app. Click on **Join now** to join the meeting.