

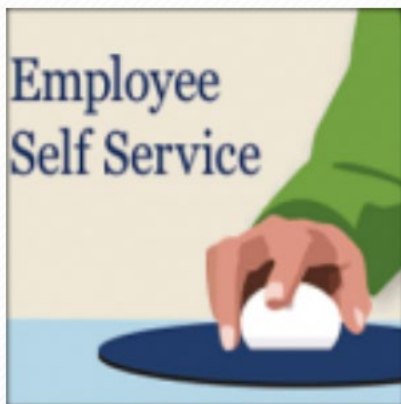
# ACCESS OLM – MANDATORY ETHICS TRAINING FOR NEW EMPLOYEES

1. Go to [eportal.montgomerycountymd.gov](http://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.

## Employee Self-Service



★ [Add to favorites](#)

### Welcome to Employee Self-Service!

- ➔ View Payslips
- ➔ Access W2 forms
- ➔ Update tax forms
- ➔ Access Performance Plans
- ➔ Update Personal Information
- ➔ Apply for County Jobs
- ➔ Access Open Enrollment
- ➔ Training Classes
- ➔ Update Direct Deposit

[Go to Employee Self-Service](#)



6. Click on [MCG HR Employee Self Service](#) → [Learner Home](#)

### Navigator

- MCG HR Employee Self-Service**
- Personal Information
- Emergency Contacts
- My Information
- Employee Appraisal
- Allocated Checklist
- Payslip
- Payslip Modeler
- Tax Forms
- Employee W-2
- Employment Verification
- MCG Request FMLA and/or Paid Parental
- Learner Home**
- External Learning

### Worklist

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From	Type	Subject	Sent	Due
There are no notifications in this view.				

✔ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

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

### Enrollments

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

▶ Show Key Notation

Class Name ^	Type	Status ^	Item in	Start Date ^	End Date ^	Completion Date ^	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
Mandatory Ethics Training for New Employees 01-DEC-2022		Not Attempted		01-Dec-2022 09:45:00	01-Dec-2022 11:30:00		Eastern Time				

**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.

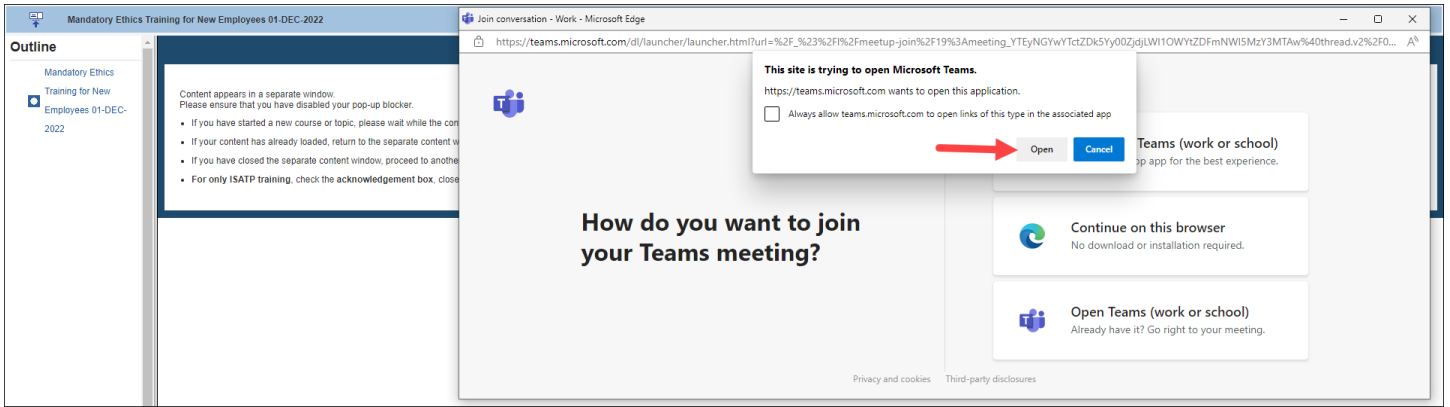
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9. The training session will open in a new window.



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

