



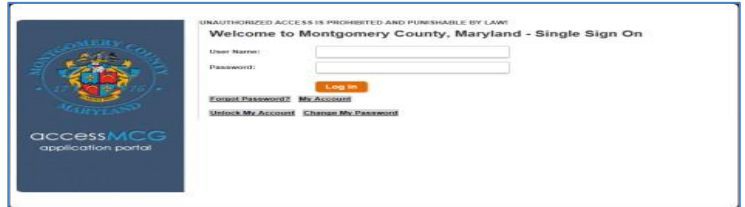
Identify a Direct Report Employee Number

Step-by-Step Instructions

Step 1 Open an [Internet Browser](#).

Step 2 Navigate to eportal.montgomerycountymd.gov.

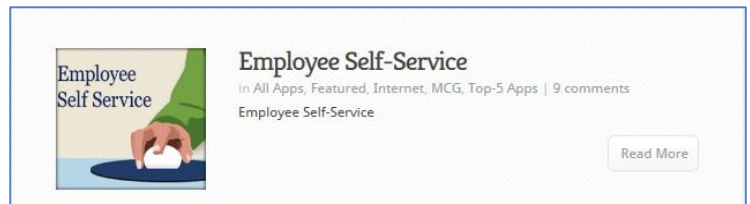
Step 3 Sign in to the [accessMCG](#).



TIP: Bookmark this address for future use.

Step 4 The *ePortal for County Systems and Applications* page opens.

Step 5 Click the [Employee Self-Service](#) option.



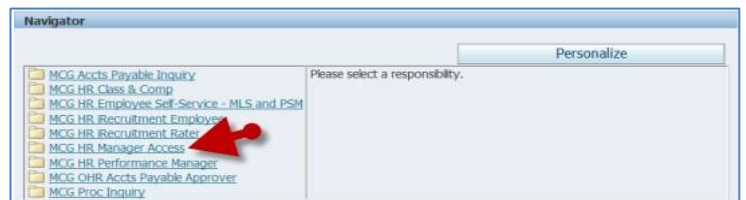
Step 6 The *Employee Service* portal page opens.

Step 7 Click the blue [Go to Employee Self-Service](#) button.



Step 8 Your *Oracle eBusiness (EBS) Homepage* opens.

Step 9 Click the [MCG HR Manager Access](#) link in the Navigator section.



Step 10 Click the [My Employee Information](#) link.



Step 11 The *My Employee Information* page opens.

Step 12 The [Employee Number](#) displays in the *Assignment Number* column.

Focus Name	Assignment Number	Job	Grade	Department	Location	Assignment Category	Hire Date
Supervisor, Sam T.							
Employee, Mark	0001	Aide		D15 34 Enterprise Systems	D15-51 Monroe 3rd Fl	Fulltime-Regular	20-May-2000
Employee, Amy	0002	Program Manager		D15 34 Enterprise Systems	D15-51 Monroe 3rd Fl	Fulltime-Regular	02-Jun-2001
Employee, Bill	0003	Specialist		D15 34 Enterprise Systems	D15-51 Monroe 3rd Fl	Fulltime-Regular	15-Oct-2002

End of Procedure.