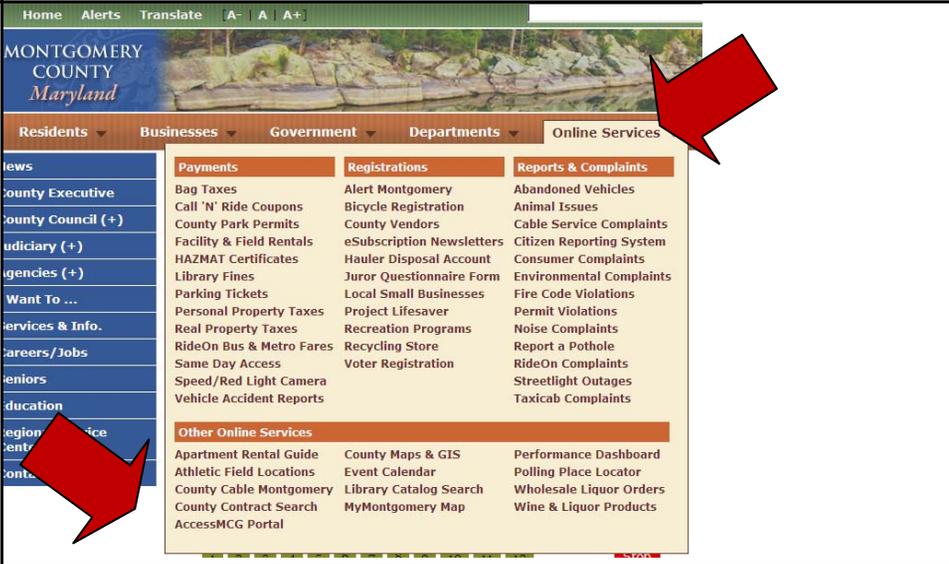
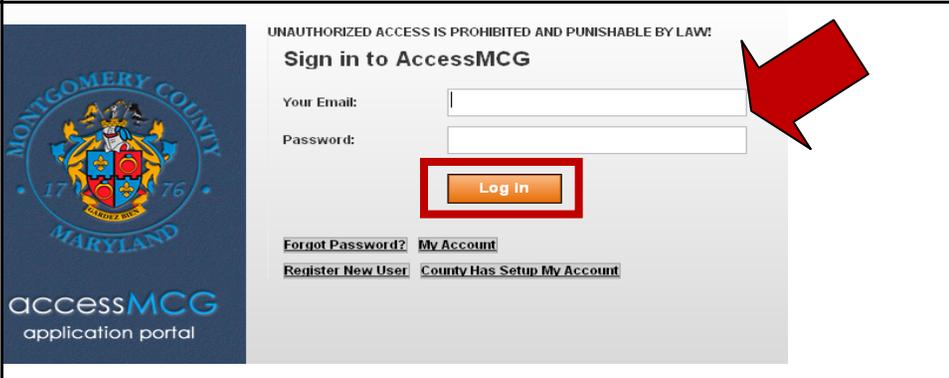
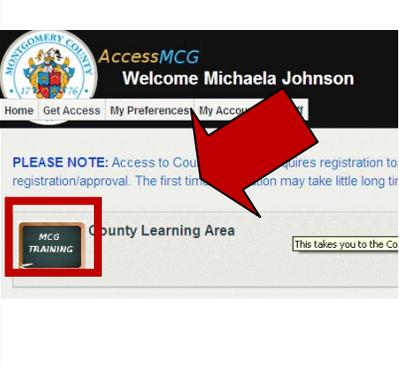
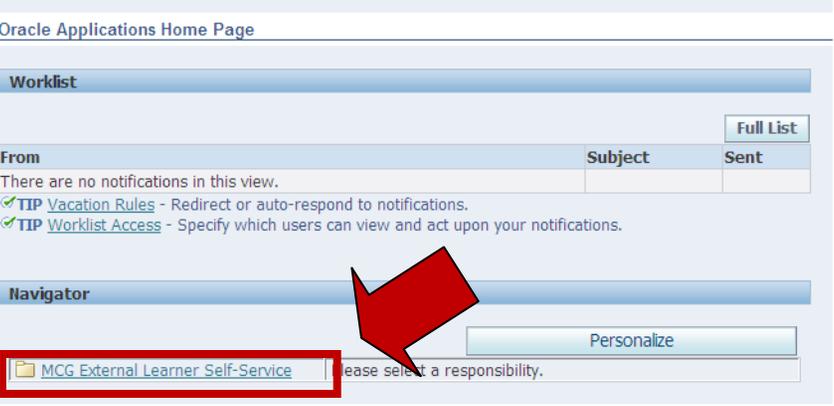
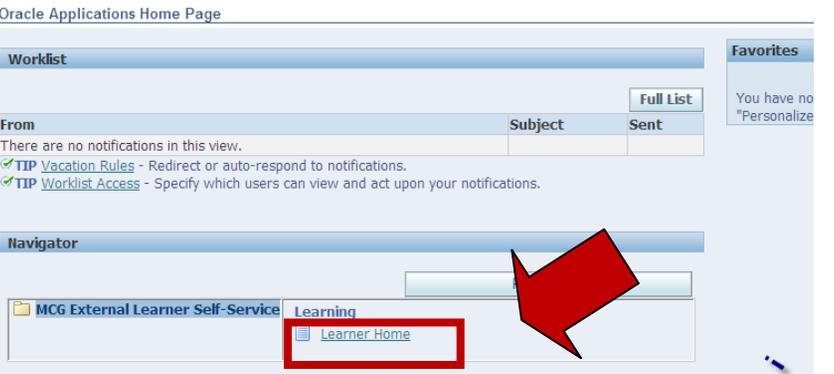
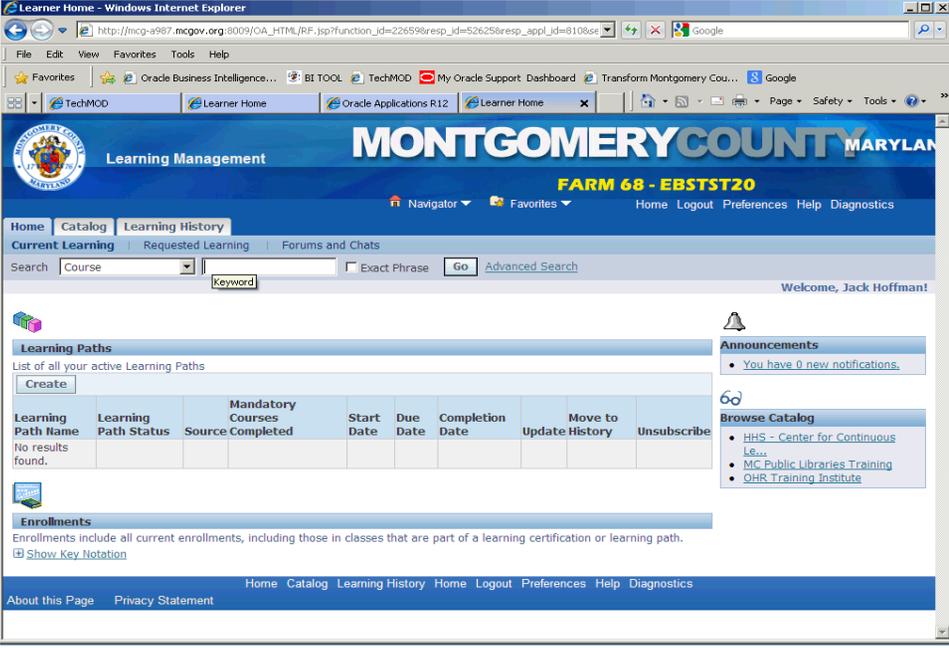


## ACCESSING the OLM through AccessMCG (MCG Non-Employees Only)

Step	Action	
1.	<p>Go to AccessMCG: <a href="http://www.montgomerycountymd.gov">www.montgomerycountymd.gov</a> &gt;</p> <ul style="list-style-type: none"> <li>Click Online Services; a menu will drop down</li> <li>Find <b>AccessMCG</b> and click the link.</li> </ul>	 <p>The screenshot shows the Montgomery County Maryland website. The 'Online Services' dropdown menu is open, displaying various services. The 'AccessMCG Portal' link is highlighted in the 'Other Online Services' section. A red arrow points to the 'Online Services' dropdown, and another red arrow points to the 'AccessMCG Portal' link.</p>
2.	<p>Enter in your username and password</p> <p>Click Login Button</p> <p>If you have not set-up a Username and Password, click “Register New User”. To assist you in this process, you will find instructions for the registration process at <a href="#">OHR Training</a>. Look for “Instructions for Non-Employees to Request Access to MCG Catalogs”. Once you have approval, you can continue this process.</p>	 <p>The screenshot shows the AccessMCG application portal login page. The page features the Montgomery County Maryland logo and the text 'accessMCG application portal'. The login form includes fields for 'Your Email:' and 'Password:', a 'Log In' button, and links for 'Forgot Password?', 'My Account', 'Register New User', and 'County Has Setup My Account'. A red arrow points to the 'Log In' button.</p>

Step	Action	
3.	<p>Click on the follow links:</p> <p>(1) <b>Human Resources Services</b> Another window will open</p> <p>(2) <b>County Learning Services</b> Another window will open</p> <p>(3) <b>MCG Training</b></p>  <p>The Oracle Learning Management Page will open</p>	  

Step	Action	
3.	Click the <b>MCG External Learner Self-Service</b> link. 	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <p>From Subject Sent</p> <p>There are no notifications in this view.</p> <p>✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.</p> <p>✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.</p> <p>Navigator</p> <p>Personalize</p> <p>MCG External Learner Self-Service Please select a responsibility.</p>
4.	Click the <b>Learner Home</b> link. 	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <p>From Subject Sent</p> <p>There are no notifications in this view.</p> <p>✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.</p> <p>✓ TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.</p> <p>Navigator</p> <p>MCG External Learner Self-Service Learning</p> <p>Learner Home</p> <p>Favorites</p> <p>You have no "Personalize"</p>

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

For more detailed information including step by step instructions, please to the OHR Training Webpage

<http://www.montgomerycountymd.gov/ohr/training/training.html>