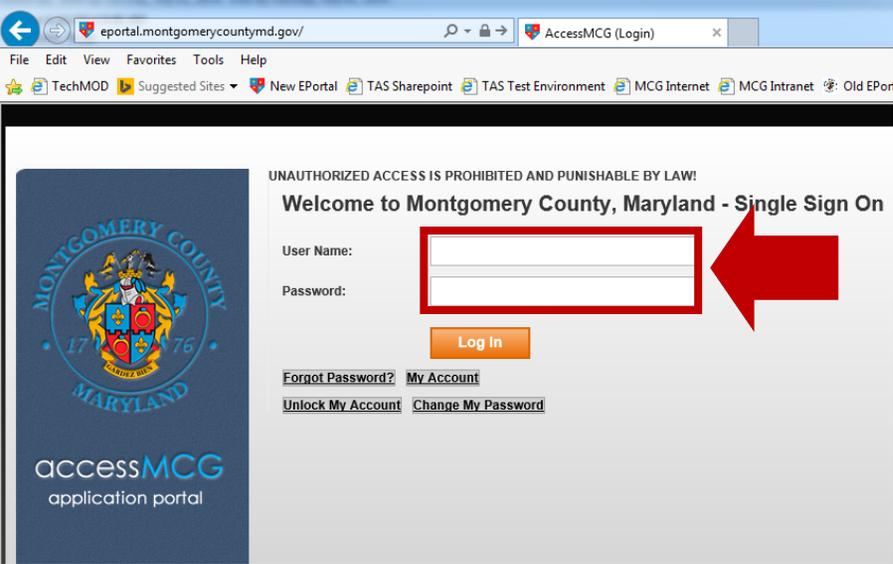
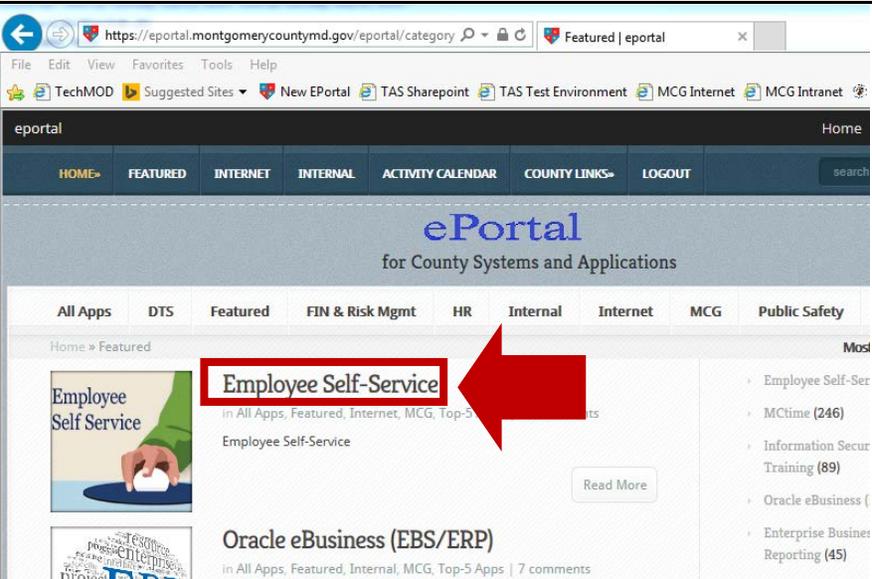
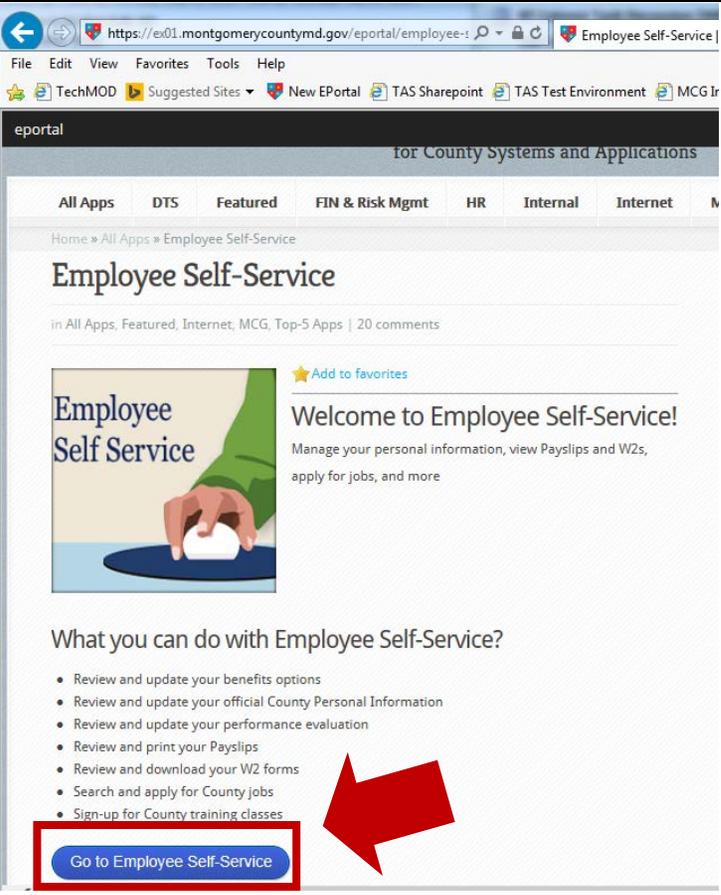
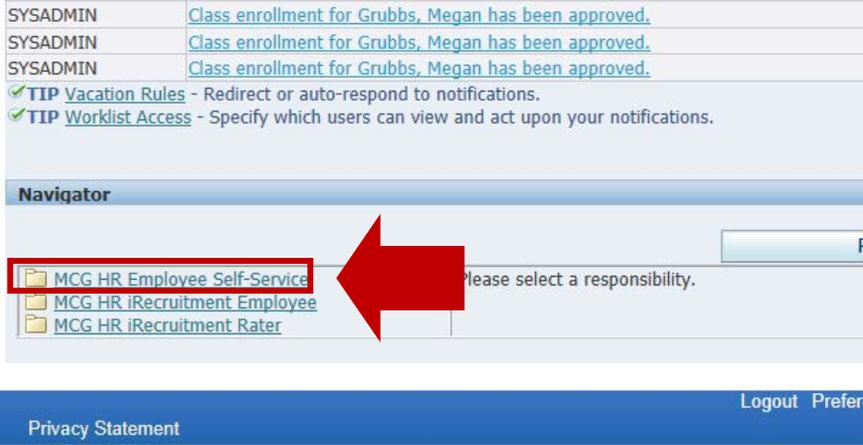
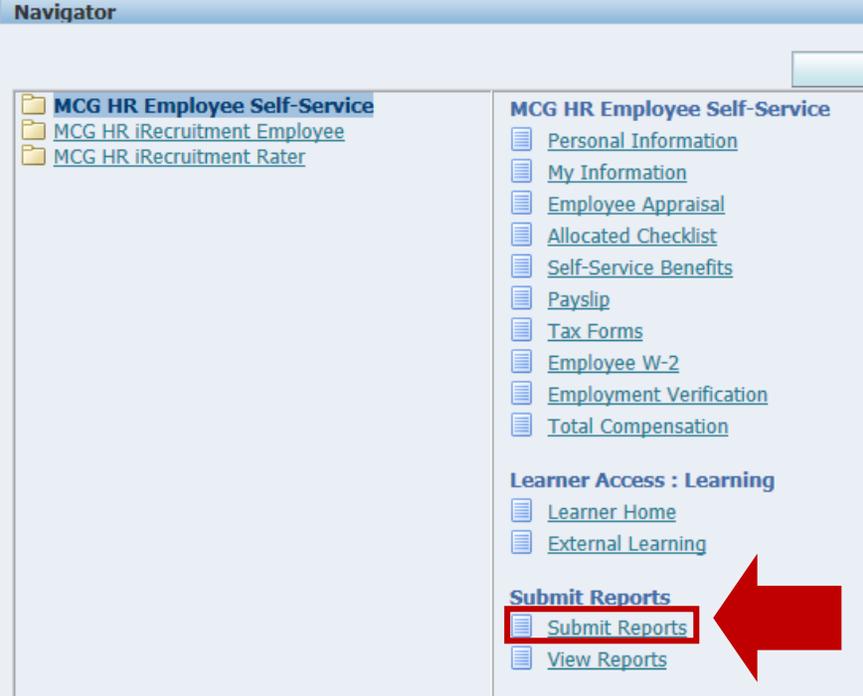
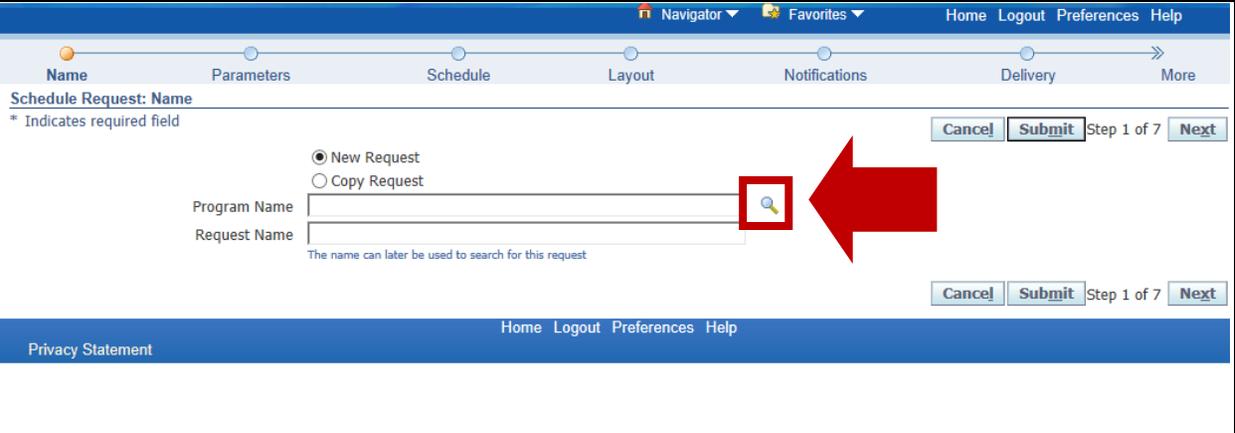
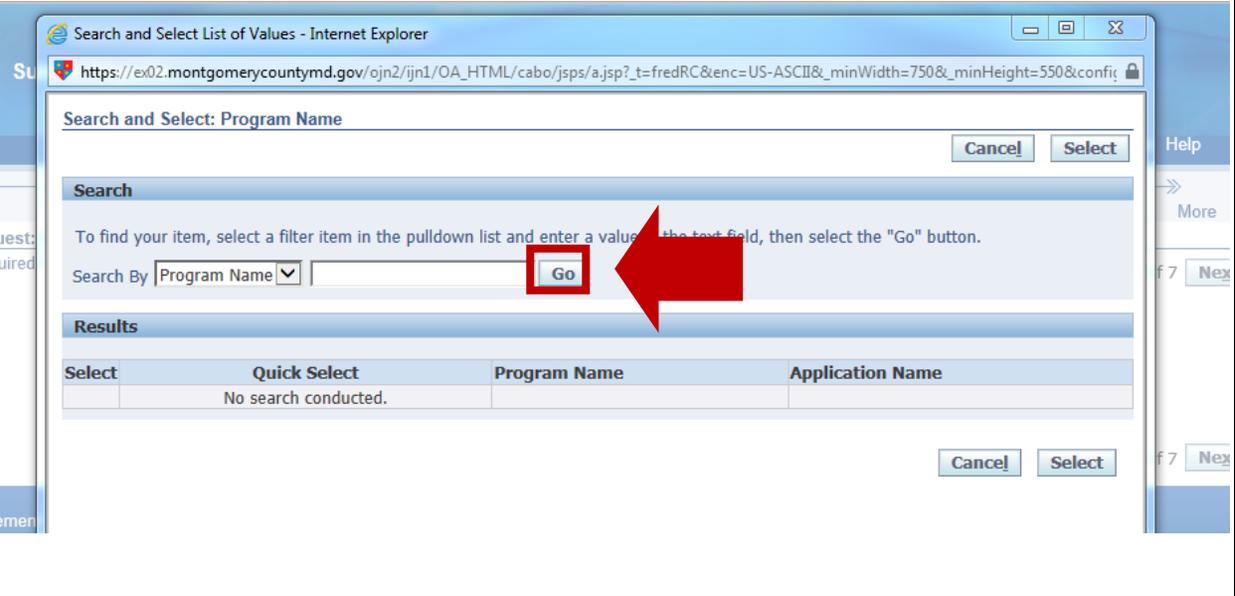


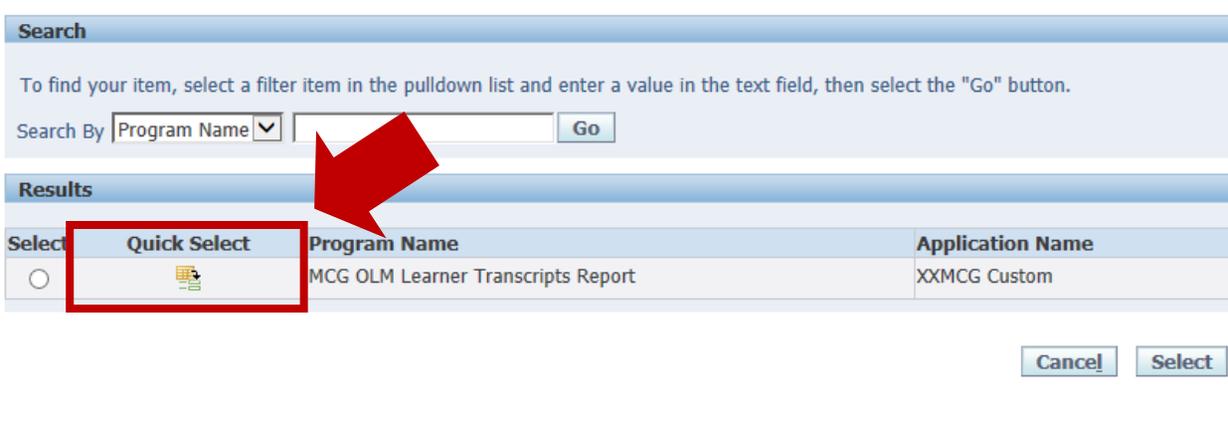
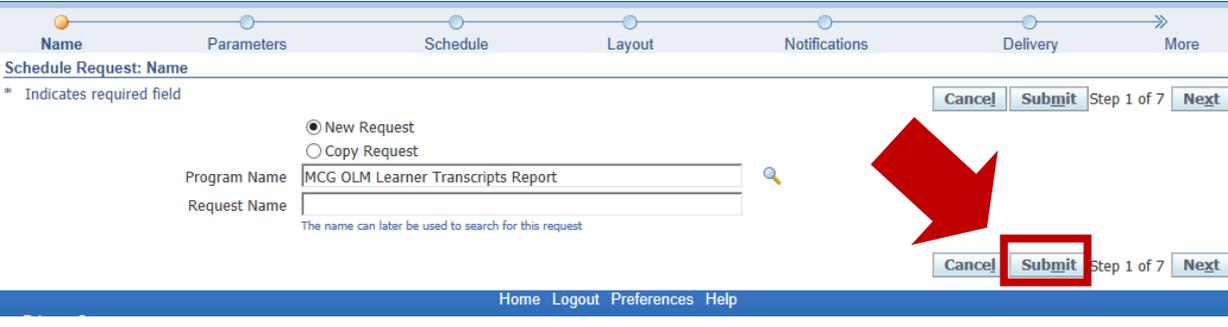
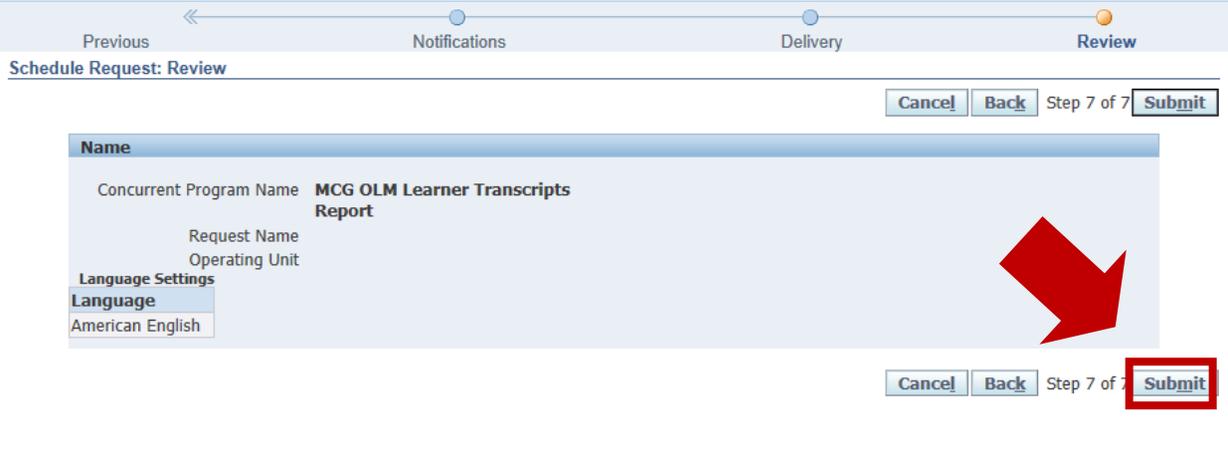
Obtaining Learner Transcripts through Oracle Employee Self Service (ESS)

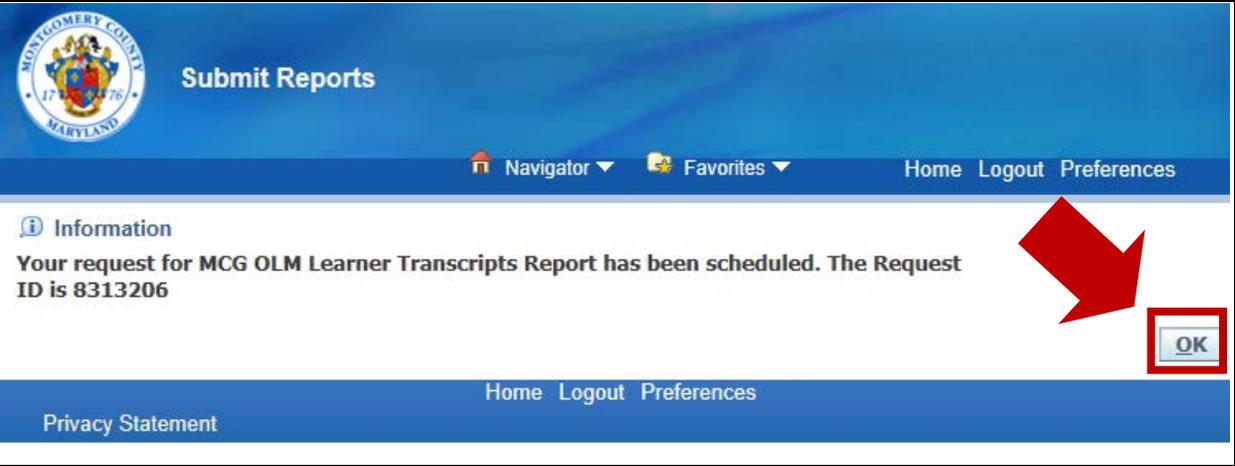
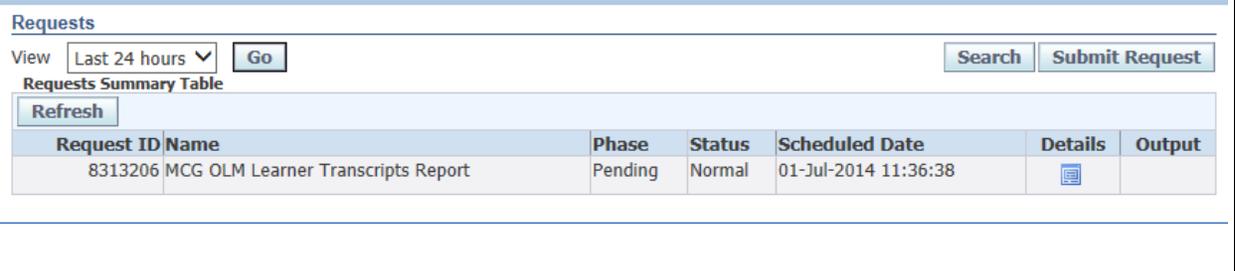
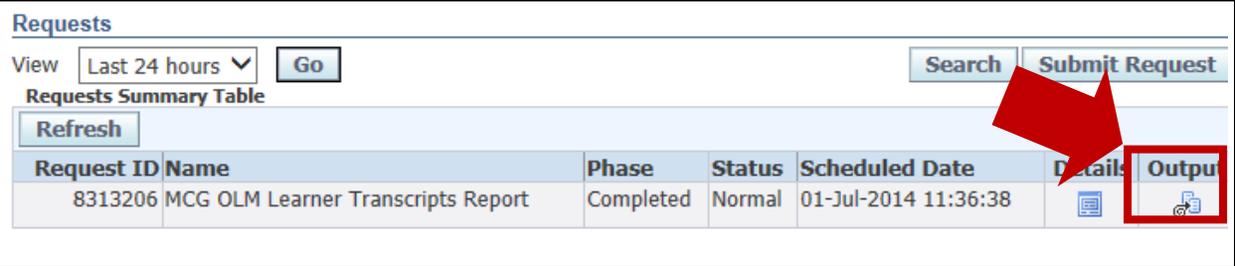
Step	Action	
1.	<p>Go to the County Portal: eportal.montgomerycountymd.gov</p> <p>Enter in your username and password</p> <p>Click the Login Button</p> 	
2.	<p>From the ePortal Home Page, click on the Employee Self Service application.</p>	

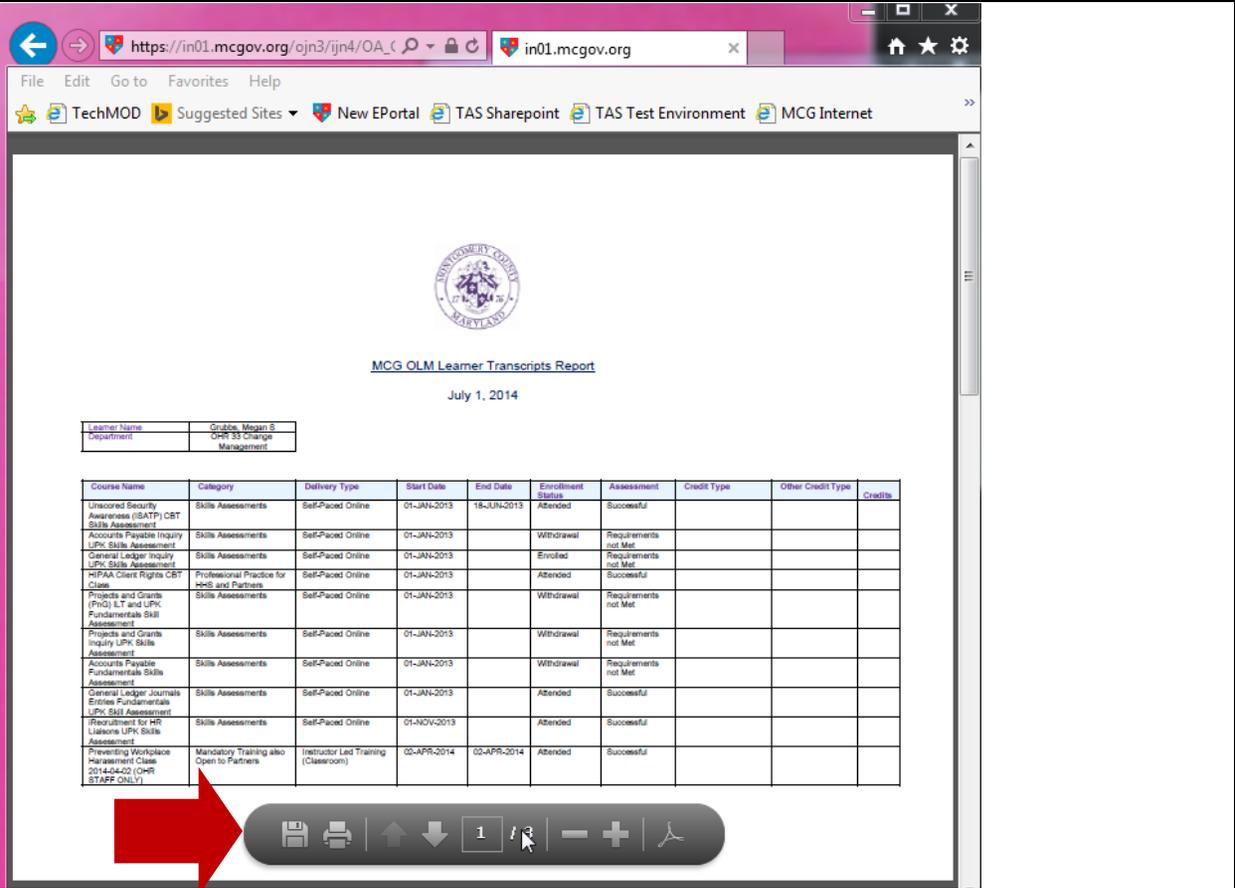
Step	Action	
3.	<p>Click the Go to Employee Self Service button.</p> 	

Step	Action	
4.	<p>Click the MCG HR Employee Self-Service link.</p> 	 <p>The screenshot shows a navigation menu with three items: 'MCG HR Employee Self-Service', 'MCG HR iRecruitment Employee', and 'MCG HR iRecruitment Rater'. The 'MCG HR Employee Self-Service' item is highlighted with a red box, and a red arrow points to it from the right. Above the menu, there are three notification messages from 'SYSADMIN' and two tips: 'TIP Vacation Rules' and 'TIP Worklist Access'. Below the menu, there are links for 'Privacy Statement', 'Logout', and 'Preferences'.</p>
5.	<p>Under the Submit Reports Menu, click the Submit Reports link.</p> 	 <p>The screenshot shows a navigation menu with three items: 'MCG HR Employee Self-Service', 'MCG HR iRecruitment Employee', and 'MCG HR iRecruitment Rater'. The 'MCG HR Employee Self-Service' item is highlighted with a red box. To the right of the menu, there is a list of links under the heading 'MCG HR Employee Self-Service'. The 'Submit Reports' link is highlighted with a red box, and a red arrow points to it from the right. Other links in the list include 'Personal Information', 'My Information', 'Employee Appraisal', 'Allocated Checklist', 'Self-Service Benefits', 'Payslip', 'Tax Forms', 'Employee W-2', 'Employment Verification', 'Total Compensation', 'Learner Access : Learning', 'Learner Home', and 'External Learning'.</p>

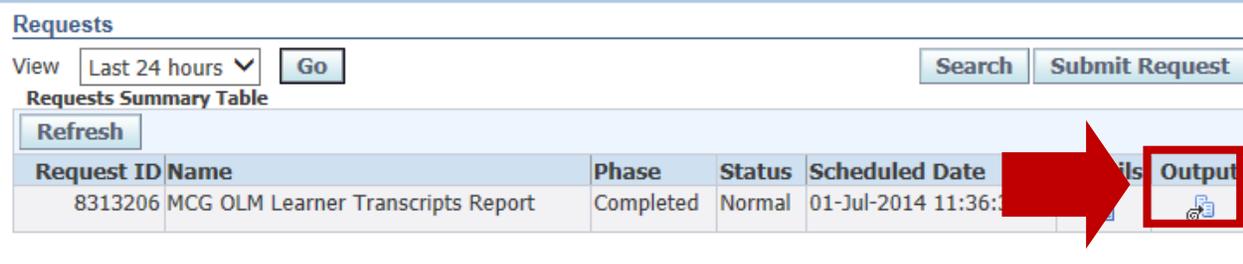
Step	Action	
6.	<p>Click the Magnifying Glass icon next to the Program Name search field.</p> 	
7.	<p>A new search window will open.</p> <p>Click the GO button next to the search field.</p> 	

Step	Action									
8.	<p>Click the Quick Select Icon next to MCG OLM Learner Transcript Report.</p> 	 <p>Search</p> <p>To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.</p> <p>Search By <input type="text" value="Program Name"/> <input type="text"/> <input type="button" value="Go"/></p> <p>Results</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Quick Select</th> <th>Program Name</th> <th>Application Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td></td> <td>MCG OLM Learner Transcripts Report</td> <td>XXMCG Custom</td> </tr> </tbody> </table> <p><input type="button" value="Cancel"/> <input type="button" value="Select"/></p>	Select	Quick Select	Program Name	Application Name	<input type="radio"/>		MCG OLM Learner Transcripts Report	XXMCG Custom
Select	Quick Select	Program Name	Application Name							
<input type="radio"/>		MCG OLM Learner Transcripts Report	XXMCG Custom							
9.	<p>The search window will close to direct you back to the Schedule Request page.</p> <p>Click the Submit button.</p> 	 <p>Schedule Request: Name</p> <p>* Indicates required field</p> <p><input checked="" type="radio"/> New Request <input type="radio"/> Copy Request</p> <p>Program Name <input type="text" value="MCG OLM Learner Transcripts Report"/></p> <p>Request Name <input type="text"/></p> <p><small>The name can later be used to search for this request</small></p> <p><input type="button" value="Cancel"/> <input type="button" value="Submit"/> Step 1 of 7 <input type="button" value="Next"/></p> <p>Home Logout Preferences Help</p>								
10.	<p>Review the information provided about the scheduled request.</p> <p>Click Submit</p>  <p><i>*You may click the Back button to go back and modify the request. You may click the Cancel button to cancel the request entirely.</i></p> <p><input type="button" value="Cancel"/> <input type="button" value="Back"/></p>	 <p>Schedule Request: Review</p> <p><input type="button" value="Cancel"/> <input type="button" value="Back"/> Step 7 of 7 <input type="button" value="Submit"/></p> <p>Name</p> <p>Concurrent Program Name MCG OLM Learner Transcripts Report</p> <p>Request Name</p> <p>Operating Unit</p> <p>Language Settings</p> <p>Language</p> <p>American English</p> <p><input type="button" value="Cancel"/> <input type="button" value="Back"/> Step 7 of 7 <input type="button" value="Submit"/></p>								

Step	Action															
11.	<p>A confirmation with the request ID displays.</p> <p>Click the OK button.</p> <p></p>															
12.	<p>A table with your pending and completed requests displays.</p> <p>NOTE: Until the Phase status indicates “Complete”, you will not be able to obtain the requested transcript.</p>	 <table border="1"> <thead> <tr> <th>Request ID</th> <th>Name</th> <th>Phase</th> <th>Status</th> <th>Scheduled Date</th> <th>Details</th> <th>Output</th> </tr> </thead> <tbody> <tr> <td>8313206</td> <td>MCG OLM Learner Transcripts Report</td> <td>Pending</td> <td>Normal</td> <td>01-Jul-2014 11:36:38</td> <td></td> <td></td> </tr> </tbody> </table>	Request ID	Name	Phase	Status	Scheduled Date	Details	Output	8313206	MCG OLM Learner Transcripts Report	Pending	Normal	01-Jul-2014 11:36:38		
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13.	<p>When the request is complete, click the Output icon.</p> <p></p>	 <table border="1"> <thead> <tr> <th>Request ID</th> <th>Name</th> <th>Phase</th> <th>Status</th> <th>Scheduled Date</th> <th>Details</th> <th>Output</th> </tr> </thead> <tbody> <tr> <td>8313206</td> <td>MCG OLM Learner Transcripts Report</td> <td>Completed</td> <td>Normal</td> <td>01-Jul-2014 11:36:38</td> <td></td> <td></td> </tr> </tbody> </table>	Request ID	Name	Phase	Status	Scheduled Date	Details	Output	8313206	MCG OLM Learner Transcripts Report	Completed	Normal	01-Jul-2014 11:36:38		
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13.	<p>Your transcript displays within your internet browser.</p> <p>NOTE: You may save a PDF copy using the icons that appear at the bottom of the display.</p>	 <p>The screenshot shows a web browser window with the URL https://in01.mcgov.org/ojn3/tjn4/OA_c. The page title is "MCG OLM Learner Transcripts Report" dated July 1, 2014. The learner's name is Megan S. The report table is as follows:</p> <table border="1"> <thead> <tr> <th>Course Name</th> <th>Category</th> <th>Delivery Type</th> <th>Start Date</th> <th>End Date</th> <th>Enrollment Status</th> <th>Assessment</th> <th>Credit Type</th> <th>Other Credit Type</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Unintended Security Awareness (ISATP) CBT Skills Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td>18-JUN-2013</td> <td>Attended</td> <td>Successful</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Accounts Payable Inquiry LPK Skills Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Withdrawal</td> <td>Requirements not Met</td> <td></td> <td></td> <td></td> </tr> <tr> <td>General Ledger Inquiry LPK Skills Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Enrolled</td> <td>Requirements not Met</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HIPAA Client Rights CBT Class</td> <td>Professional Practice for HRIS and Partners</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Attended</td> <td>Successful</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Projects and Grants (PrG) ILT and LPK Fundamentals Sub Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Withdrawal</td> <td>Requirements not Met</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Projects and Grants Inquiry LPK Skills Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Withdrawal</td> <td>Requirements not Met</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Accounts Payable Fundamentals Skills Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Withdrawal</td> <td>Requirements not Met</td> <td></td> <td></td> <td></td> </tr> <tr> <td>General Ledger Journals Entries Fundamentals LPK Skills Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Attended</td> <td>Successful</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Recruitment for HR Liaisons LPK Skills Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-NOV-2013</td> <td></td> <td>Attended</td> <td>Successful</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Preventing Workplace Harassment Class 2014-04-02 (OHR STAFF ONLY)</td> <td>Mandatory Training also Open to Partners</td> <td>Instructor Led Training (Classroom)</td> <td>02-APR-2014</td> <td>02-APR-2014</td> <td>Attended</td> <td>Successful</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Course Name	Category	Delivery Type	Start Date	End Date	Enrollment Status	Assessment	Credit Type	Other Credit Type	Credits	Unintended Security Awareness (ISATP) CBT Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013	18-JUN-2013	Attended	Successful				Accounts Payable Inquiry LPK Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Withdrawal	Requirements not Met				General Ledger Inquiry LPK Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Enrolled	Requirements not Met				HIPAA Client Rights CBT Class	Professional Practice for HRIS and Partners	Self-Paced Online	01-JAN-2013		Attended	Successful				Projects and Grants (PrG) ILT and LPK Fundamentals Sub Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Withdrawal	Requirements not Met				Projects and Grants Inquiry LPK Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Withdrawal	Requirements not Met				Accounts Payable Fundamentals Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Withdrawal	Requirements not Met				General Ledger Journals Entries Fundamentals LPK Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Attended	Successful				Recruitment for HR Liaisons LPK Skills Assessment	Skills Assessments	Self-Paced Online	01-NOV-2013		Attended	Successful				Preventing Workplace Harassment Class 2014-04-02 (OHR STAFF ONLY)	Mandatory Training also Open to Partners	Instructor Led Training (Classroom)	02-APR-2014	02-APR-2014	Attended	Successful			
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To View Reports through Oracle Employee Self Service (ESS)

Step	Action	
1.	<p>Through ESS, you can access reports that you have requested without submitting a duplicate request.</p> <p>Under the Submit Reports menu, click the View Reports link.</p> <p></p>	
2.	<p>A list of reports displays.</p> <p>Click the Output icon to access the desired report.</p>	
	<p><i>NOTE: Select from the drop down menu next to "View" to change the search criteria.</i></p> <p>Click the Go button. A new list will display based on the selected criteria.</p>	