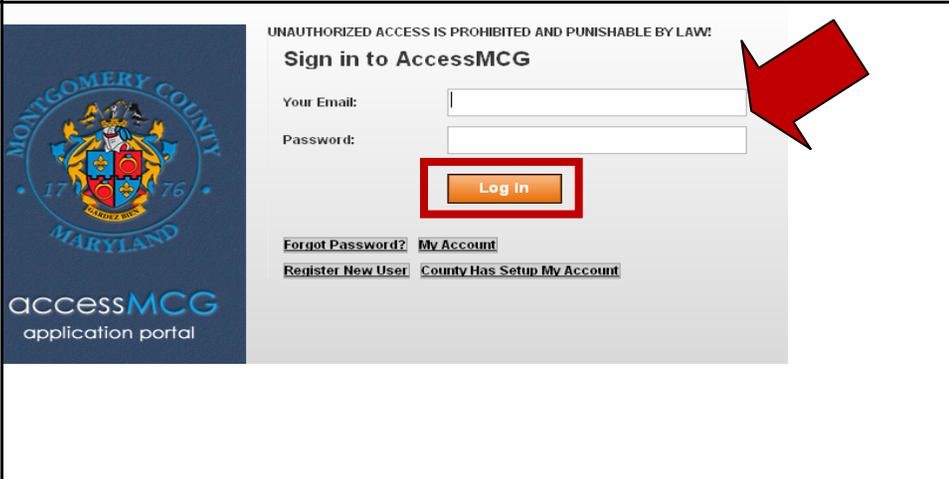


SEARCHING for a Class in OLM – for Non-Employees

Step	Action	
1.	<p>Go to AccessMCG: www.montgomerycountymd.gov > Online Services > AccessMCG</p>	
2.	<p>Enter in your username and password</p> <p>Click Login Button</p> <p>Click Login Button</p> <p><u>If you have not set-up a Username and Password</u>, click “Register New User”. To assist you in this process, you will find instructions for the registration process at OHR Training. Look for “Instructions for Non-Employees to Request Access to MCG Catalogs”. Once you have approval, you can continue this process.</p>	

Step	Action	
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3. Click on the follow links:

(1) **Human Resources Services**
Another window will open



(2) **County Learning Services**
Another window will open

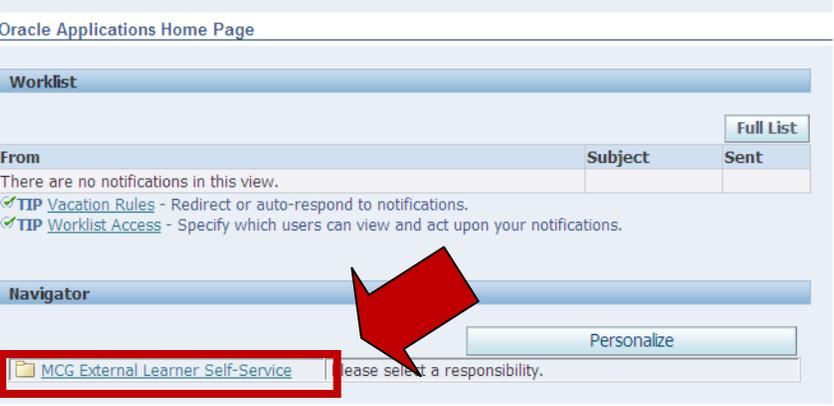
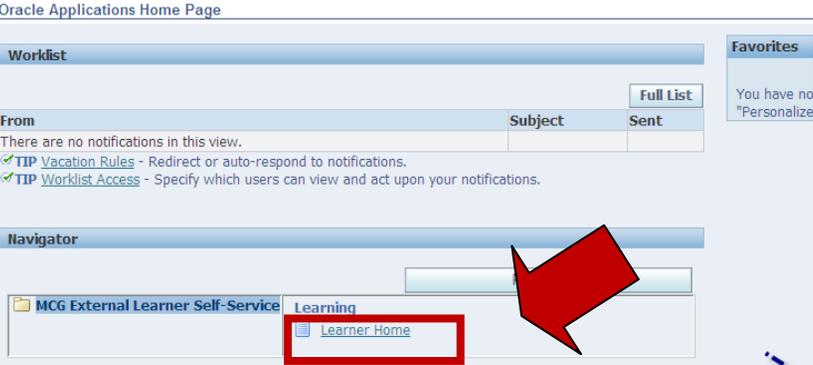


(3) **MCG Training**

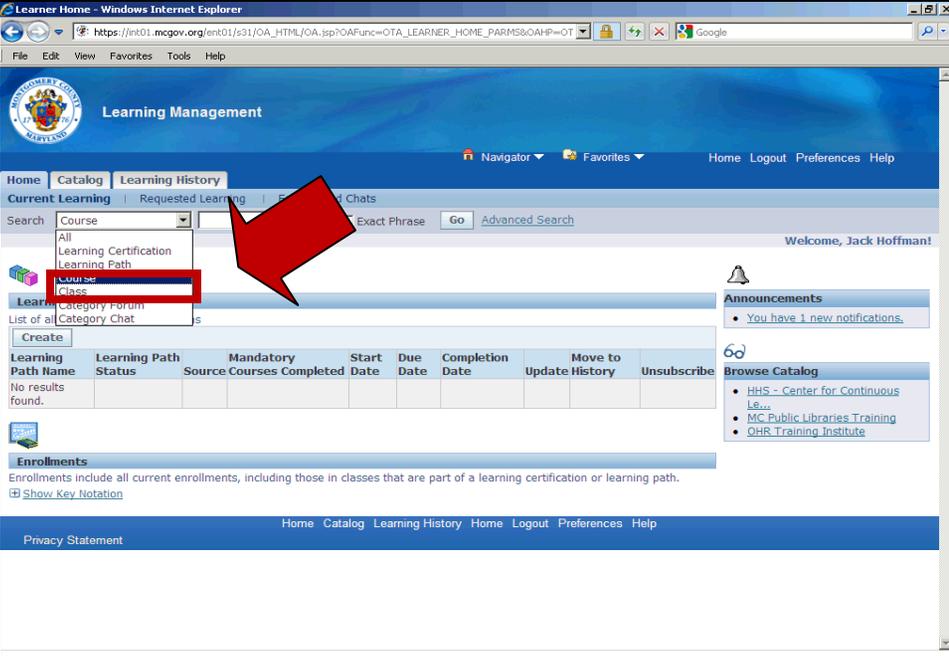


The Oracle Learning Management Page will open

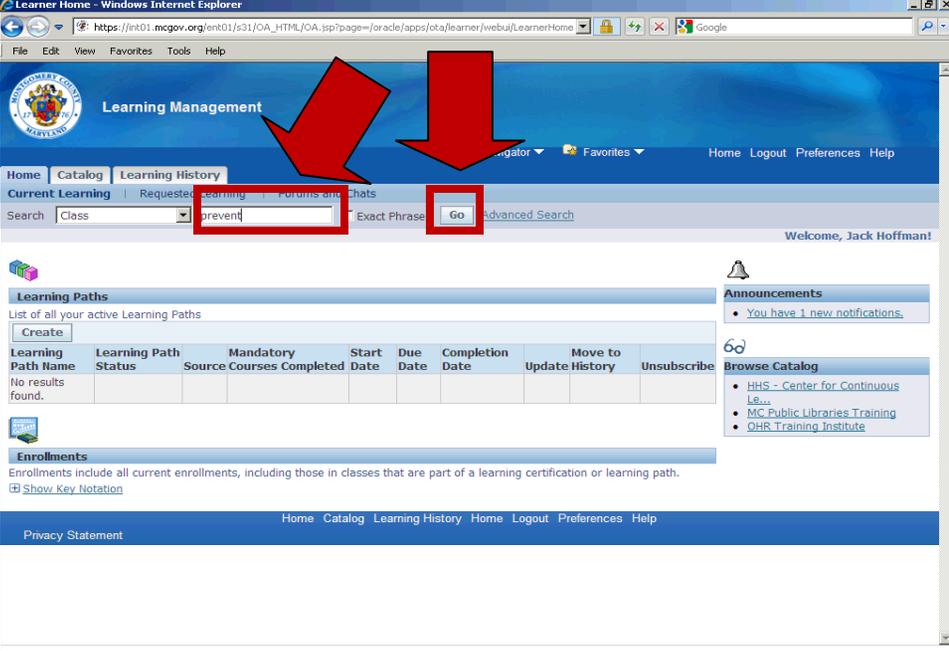


Step	Action	
3.	Click the MCG External Learner Self-Service link. 	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <p>From Subject Sent</p> <p>There are no notifications in this view.</p> <p>✓ TIP Vacation Rules - Redirect or auto-respond to notifications.</p> <p>✓ TIP Worklist Access - 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 Learner Home 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 Vacation Rules - Redirect or auto-respond to notifications.</p> <p>✓ TIP Worklist Access - 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. From here, find the class you want by using any of the following functions:</p> <ul style="list-style-type: none"> • Browse Catalog links • Catalog tab • Search function 	

Step	Action	
6.	From your OLM Home page, click the Search list and use the drop down to select class.	 <p>The screenshot shows the 'Learning Management' interface in a Windows Internet Explorer browser. The search bar is active, and the dropdown menu is open, showing options: 'All', 'Learning Certification', 'Learning Path', 'Course', and 'Class'. The 'Course' option is highlighted with a red box. A red arrow points to the dropdown menu. Below the search bar, there is a table with columns: Learning Path Name, Learning Path Status, Mandatory Source, Courses Completed, Start Date, Due Date, Completion Date, Move to Update History, and Unsubscribe. The table currently shows 'No results found.' There are also sections for 'Enrollments' and 'Browse Catalog' on the right side of the page.</p>

Step	Action	
7.	<p>Click in the Search field.</p> <p>Type in the name of part of the name of the class you are searching for in the search field.</p>	

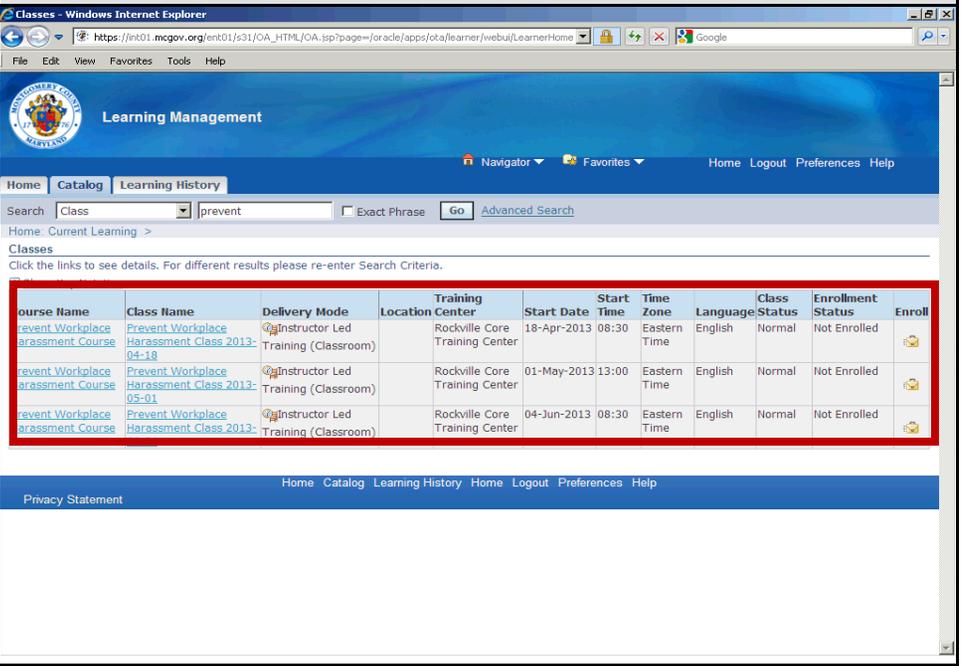
Step	Action	
8.	<p>Type in the name of the class, or part of the name into the Search field and hit GO.</p> <p></p>	 <p>The screenshot shows a web browser window titled "Learner Home - Windows Internet Explorer". The address bar shows the URL: https://link01.mcgov.org/ent01/s31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/LearnerHome. The page header includes "Learning Management" and navigation links like "Home", "Catalog", and "Learning History". A search bar is located below the header, containing the text "prevent" and a "Go" button. The search bar is highlighted with a red box, and the "Go" button is also highlighted with a red box. Two red arrows point to the search field and the "Go" button. Below the search bar, there are sections for "Learning Paths", "Enrollments", and "Browse Catalog".</p>

Step **Action**

9. On this page you will see:

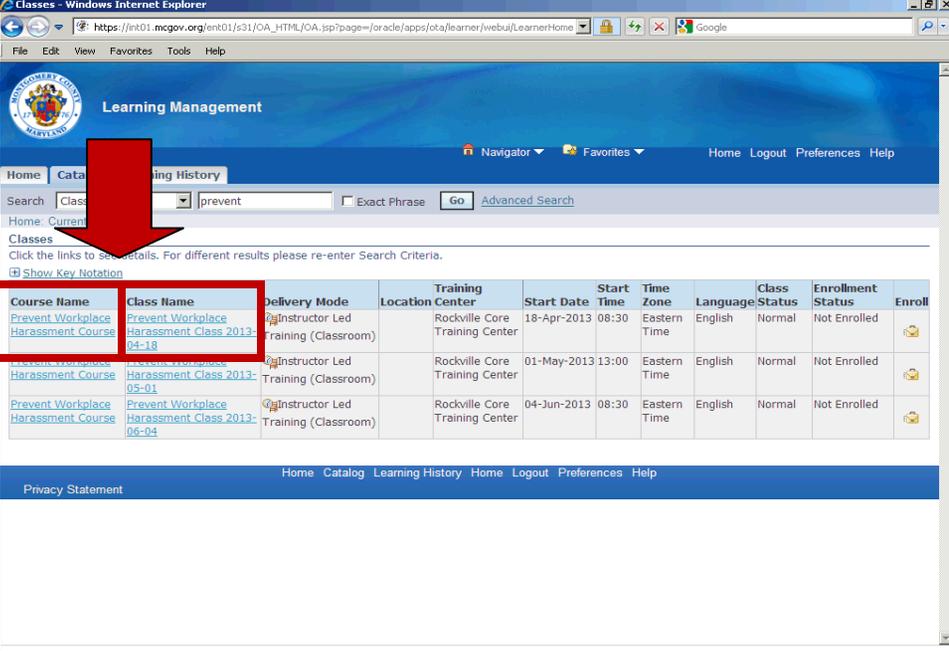
1. Course Name
2. Class Name
3. Delivery mode (Instructor Led Training or Computer Based Training)
4. Training Location Center
5. Start Time
6. Time Zone
7. Language
8. Class Status
9. Enrollment Status

Click on the Enroll button to enroll in the class you choose.

The screenshot shows a web browser window with the URL https://link01.mc.gov.org/enk01/s31/OA_HTML/OA.jsp?page=/foracle/apps/ota/learner/webui/LearnerHome. The page title is "Learning Management". The search bar contains the text "prevent". Below the search bar, there is a table of search results. The table has the following columns: Course Name, Class Name, Delivery Mode, Location Center, Start Date, Start Time, Time Zone, Language, Class Status, Enrollment Status, and Enroll. The table contains three rows of results, all of which are highlighted with a red border.

Course Name	Class Name	Delivery Mode	Location Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-04-18	Instructor Led Training (Classroom)	Rockville Core Training Center	18-Apr-2013	08:30	Eastern Time	English	Normal	Not Enrolled	
Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-05-01	Instructor Led Training (Classroom)	Rockville Core Training Center	01-May-2013	13:00	Eastern Time	English	Normal	Not Enrolled	
Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-04-18	Instructor Led Training (Classroom)	Rockville Core Training Center	04-Jun-2013	08:30	Eastern Time	English	Normal	Not Enrolled	

Step	Action	Screenshot																																																
10.	<p>A. To view details about the course, including description, objectives, intended audience and Continuing Education Units, click Course Name hyperlink.</p> <p>B. To view more details about a class, including locations, and instructor, click on the Class Name hyperlink.</p>	 <p>The screenshot shows a web browser window with the URL https://lnk01.mc.gov.org/ent01/s31/OA_HTML/OA.jsp?page=/foracle/apps/ota/learner/webui/LearnerHome. The page title is "Learning Management" and it features a search bar with the text "prevent" entered. Below the search bar, there is a table of search results. A red arrow points to the "Class Name" column of the first row, and a red box highlights the "Course Name" and "Class Name" columns of the same row.</p> <table border="1"> <thead> <tr> <th>Course Name</th> <th>Class Name</th> <th>Delivery Mode</th> <th>Location Center</th> <th>Training</th> <th>Start Date</th> <th>Start Time</th> <th>Time Zone</th> <th>Language</th> <th>Class Status</th> <th>Enrollment Status</th> <th>Enroll</th> </tr> </thead> <tbody> <tr> <td>Prevent Workplace Harassment Course</td> <td>Prevent Workplace Harassment Class 2013-04-18</td> <td>Instructor Led Training (Classroom)</td> <td>Rockville Core Training Center</td> <td></td> <td>18-Apr-2013</td> <td>08:30</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td></td> </tr> <tr> <td>Prevent Workplace Harassment Course</td> <td>Prevent Workplace Harassment Class 2013-05-01</td> <td>Instructor Led Training (Classroom)</td> <td>Rockville Core Training Center</td> <td></td> <td>01-May-2013</td> <td>13:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td></td> </tr> <tr> <td>Prevent Workplace Harassment Course</td> <td>Prevent Workplace Harassment Class 2013-06-04</td> <td>Instructor Led Training (Classroom)</td> <td>Rockville Core Training Center</td> <td></td> <td>04-Jun-2013</td> <td>08:30</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td></td> </tr> </tbody> </table>	Course Name	Class Name	Delivery Mode	Location Center	Training	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll	Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-04-18	Instructor Led Training (Classroom)	Rockville Core Training Center		18-Apr-2013	08:30	Eastern Time	English	Normal	Not Enrolled		Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-05-01	Instructor Led Training (Classroom)	Rockville Core Training Center		01-May-2013	13:00	Eastern Time	English	Normal	Not Enrolled		Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-06-04	Instructor Led Training (Classroom)	Rockville Core Training Center		04-Jun-2013	08:30	Eastern Time	English	Normal	Not Enrolled	
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Step	Action
11.	If you are ready to enroll in a Class, click the Classes Link.

Class: Prevent Workplace Harassment Class 2013-04-18 - Windows Internet Explorer

https://int01.mcgov.org/int01/s31/OA_HTML/OA.jsp?page=/foracle/apps/ota/learner/webui/AdvSrchrResu

Learning Management

Home Catalog Learning History

Search Class Exact Phrase [Advanced Search](#)

Home: Current Learning > **Classes >**

Class: Prevent Workplace Harassment Class 2013-04-18

Use this page to view the class details, and enroll or unenroll.

Course Name: **Prevent Workplace Harassment Course** Language: **English**
 Delivery Mode: **Instructor Led Training (Classroom)** Status: **Normal**
 Class Start Date: **18-Apr-2013 08:30** Class End Date: **18-Apr-2013 11:30**
 Enrollment Start Date: **01-Jan-2013 00:00** Enrollment End Date: **25-Apr-2013 23:59**
 Duration: **3 Hour(s)** Price:
 Training Center: **Rockville Core Training Center** Time Zone: **Eastern Time**

Class Resource Bookings

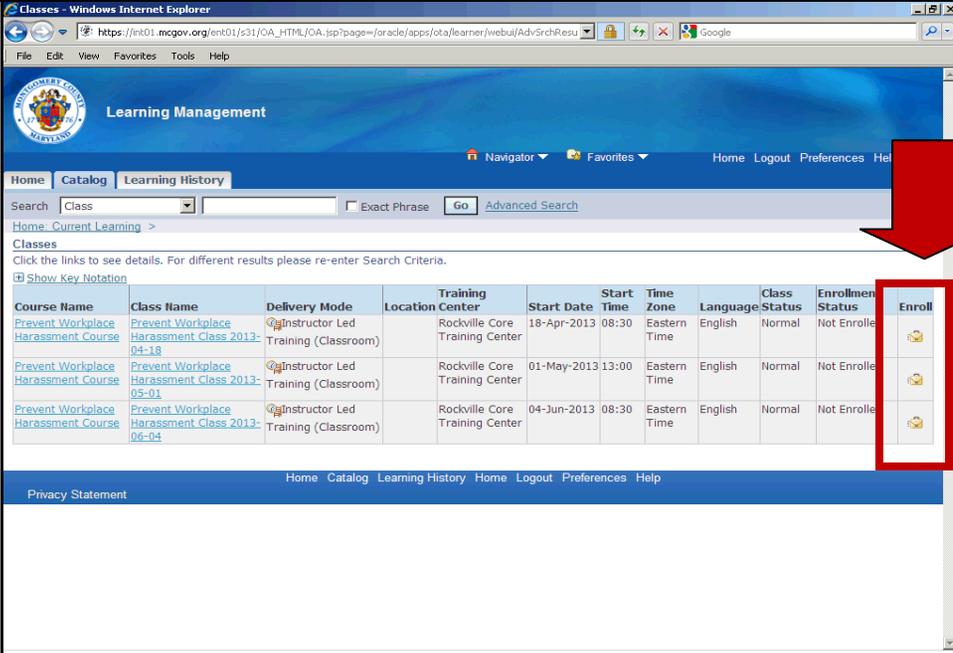
Name	Type	Start Date	Start Time	End Date	End Time	Time Zone	Status	Primary Venue	Quantity
Patricia Y Miller, PHRW	Trainer	18-Apr-2013	08:30	18-Apr-2013	11:30	Eastern Time	Confirmed	N	1
Angela Washington, JD	Trainer	18-Apr-2013	08:30	18-Apr-2013	11:30	Eastern Time	Confirmed	N	1
ROCK-EOB-Lobby Level Auditorium.	Venue	18-Apr-2013	08:30	18-Apr-2013	11:30	Eastern Time	Confirmed	Y	1

Course Prerequisites

Course Name	Prerequisite Type	Completed Status
No results found.		

Competency Prerequisites

Competency	Level	Prerequisite Type	Completed Status
No results found.			

Step	Action																																													
12.	This will take you back to the original class list page, and click on Enroll.	 <p>The screenshot shows a web browser window displaying the Learning Management System. The page title is "Classes - Windows Internet Explorer". The URL is https://link01.mcgov.org/enk011s31/OA_HTML/OA.jsp?page=/foracle/apps/ota/learner/webui/AdvSrchrResu. The page features a navigation menu with "Home", "Catalog", and "Learning History". Below the menu is a search bar with a dropdown menu set to "Class" and a "Go" button. The main content area displays a table of classes with columns for Course Name, Class Name, Delivery Mode, Location Center, Start Date, Time, Time Zone, Language, Class Status, and Enrollment Status. The "Enroll" column contains a button with a mail icon. A red arrow points to the "Enroll" button in the first row of the table.</p> <table border="1"> <thead> <tr> <th>Course Name</th> <th>Class Name</th> <th>Delivery Mode</th> <th>Location Center</th> <th>Start Date</th> <th>Time</th> <th>Time Zone</th> <th>Language</th> <th>Class Status</th> <th>Enrollment Status</th> <th>Enroll</th> </tr> </thead> <tbody> <tr> <td>Prevent Workplace Harassment Course</td> <td>Prevent Workplace Harassment Class 2013-04-18</td> <td>Instructor Led Training (Classroom)</td> <td>Rockville Core Training Center</td> <td>18-Apr-2013</td> <td>08:30</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td></td> </tr> <tr> <td>Prevent Workplace Harassment Course</td> <td>Prevent Workplace Harassment Class 2013-05-01</td> <td>Instructor Led Training (Classroom)</td> <td>Rockville Core Training Center</td> <td>01-May-2013</td> <td>13:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td></td> </tr> <tr> <td>Prevent Workplace Harassment Course</td> <td>Prevent Workplace Harassment Class 2013-06-04</td> <td>Instructor Led Training (Classroom)</td> <td>Rockville Core Training Center</td> <td>04-Jun-2013</td> <td>08:30</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td></td> </tr> </tbody> </table>	Course Name	Class Name	Delivery Mode	Location Center	Start Date	Time	Time Zone	Language	Class Status	Enrollment Status	Enroll	Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-04-18	Instructor Led Training (Classroom)	Rockville Core Training Center	18-Apr-2013	08:30	Eastern Time	English	Normal	Not Enrolled		Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-05-01	Instructor Led Training (Classroom)	Rockville Core Training Center	01-May-2013	13:00	Eastern Time	English	Normal	Not Enrolled		Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2013-06-04	Instructor Led Training (Classroom)	Rockville Core Training Center	04-Jun-2013	08:30	Eastern Time	English	Normal	Not Enrolled	
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For more detailed information including step by step instructions, please to the OHR Training Webpage

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