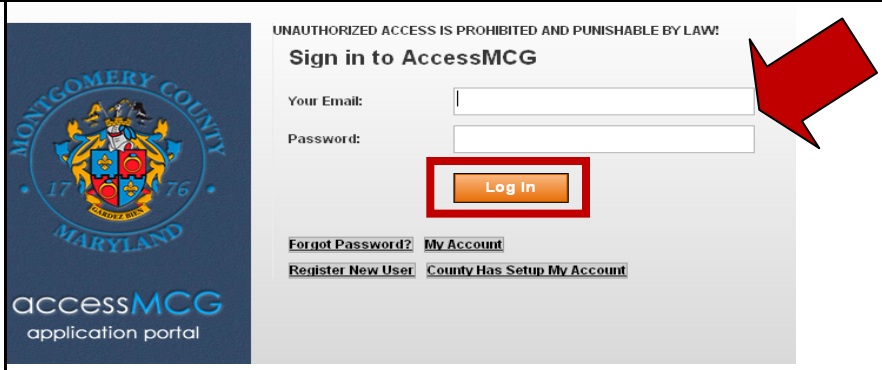
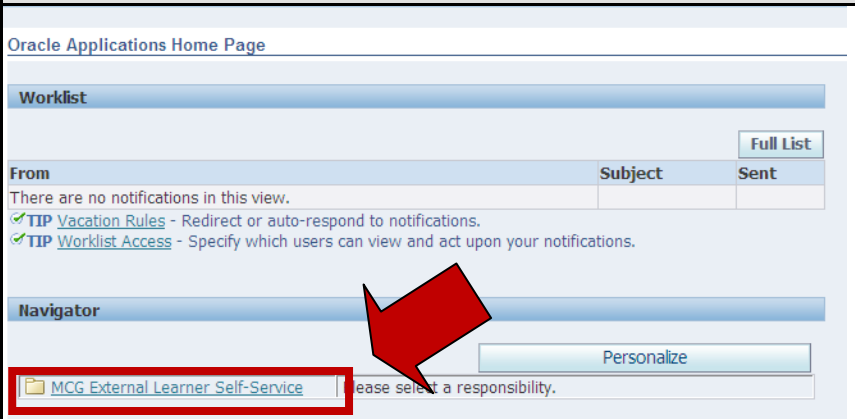
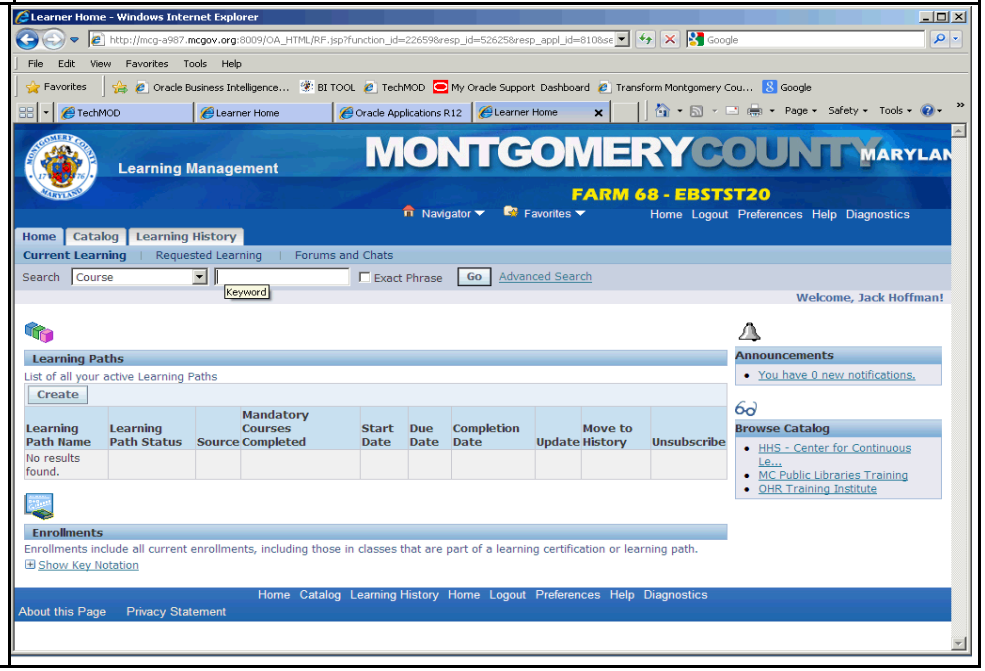
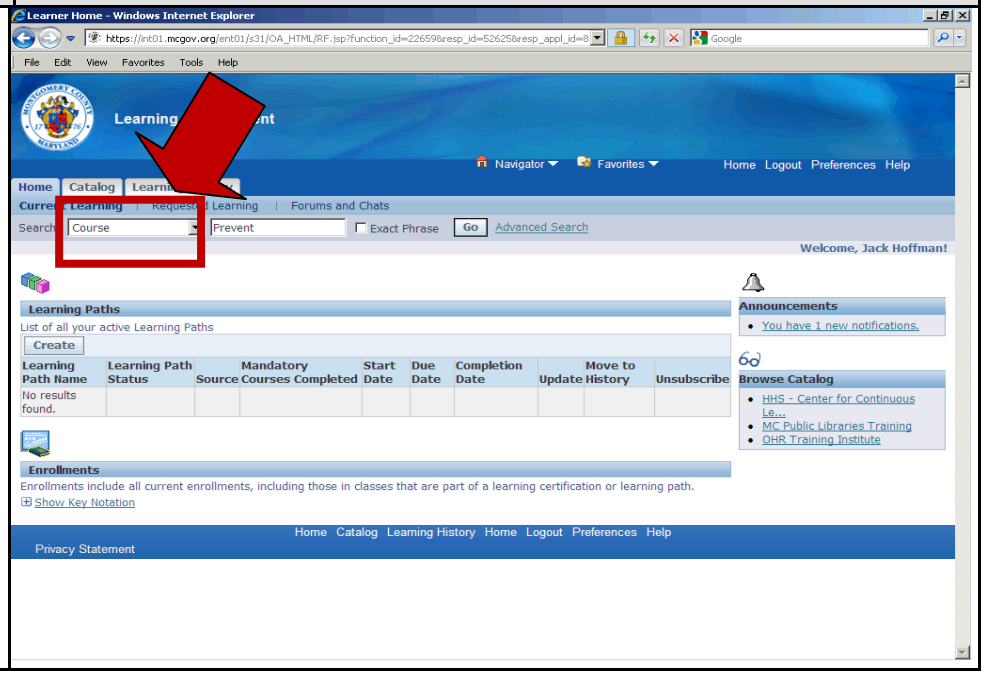
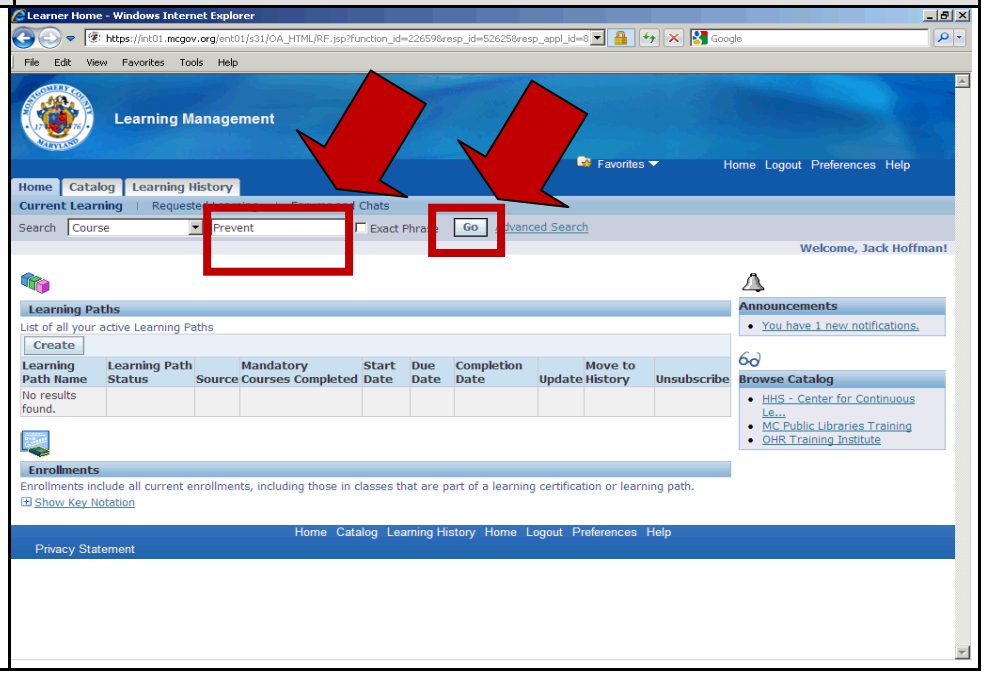
SEARCHING for a Course through AccessMCG (MCG Non-Employees Only)

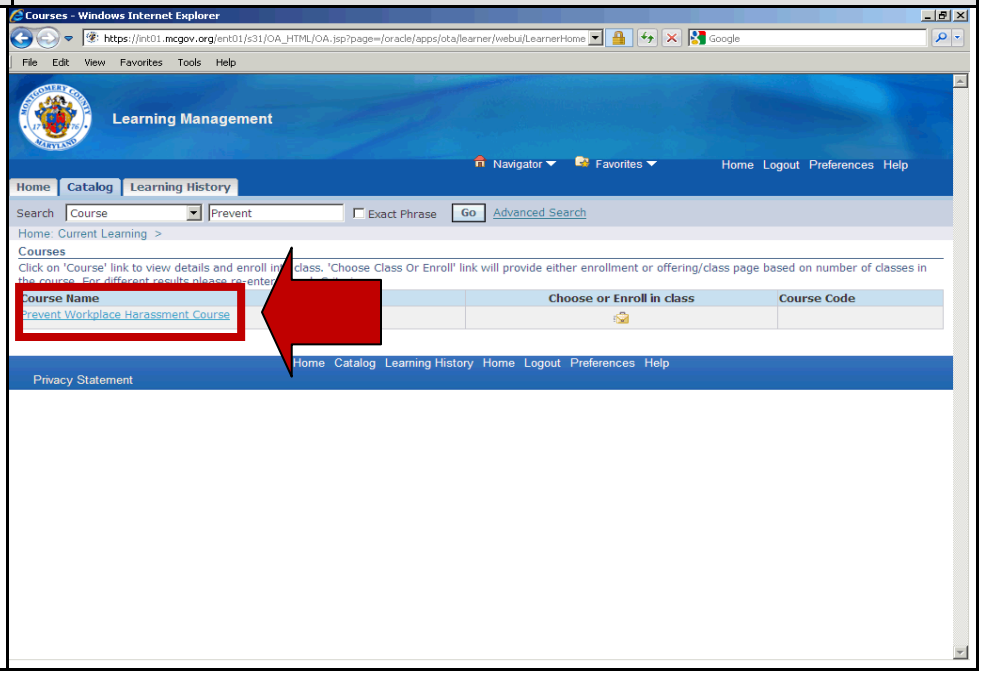
Step	Action	
1.	Go to AccessMCG: www.montgomerycountymd.gov > Click Online Services, a menu will drop down > find AccessMCG click the link.	
2.	Enter in your username and password Click Login Button If you have not set-up a Username and Password, click "Register New User". To assist you in this process,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

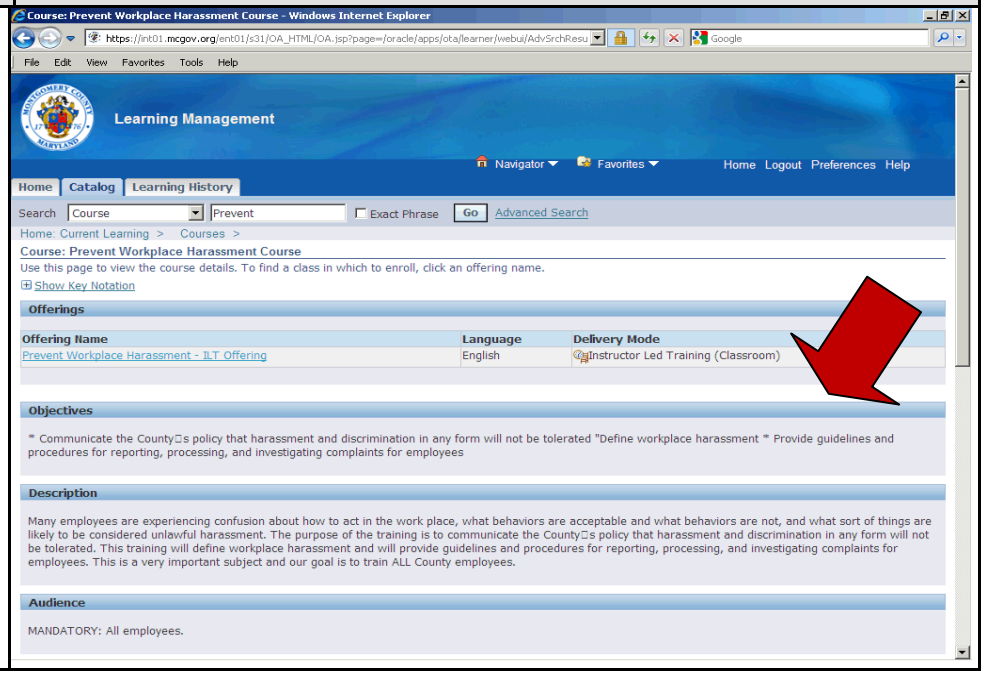
Step	Action	
3.	Click on the follow links: **(1) Human Resources Services** Another window will open **(2) County Learning Services** Another window will open **(3) MCG Training** The Oracle Learning Management Page will open	

Step	Action	
3.	Click the MCG External Learner Self-Service link. MCG External Learner Self-Service	
5.	Your Learner Home page displays. From here, find the class you want by using any of the following functions: • Browse Catalog links • Catalog tab • Search function	

Step	Action	
6.	Be sure to select Course from the drop down menu.	

Step	Action	
7.	Enter the Course Name of partial name of a Course into the search field and click the GO button.	

Step	Action	
8.	To view the details of this Course, click on the Course name (it is a hyperlink).	

Step	Action	
9.	This page shows you the Course details: Objectives Description Intended Audience Continuing Education Units	

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

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