User Guide: Create and Subscribe to a Learning Path - Learner (Employees)

**Purpose**

There are a number of paths one can use to create and subscribe to a learning path in Oracle Learning Management (OLM), Montgomery County’s learning management system. This guide provides the most efficient path for employee to create and subscribe to his/her own learning path. Learning path will help the learner (you) to focus on planning and executing the attainment of your personal skills and knowledge goals.

Learning Path is catalog object that contains one or more virtual groups of courses, helping learners achieve learning goals that a single course cannot address. There are situations when a learner can plan to have a learning strategy which comprises of more than once courses. For example, An IT Professional want to do a PMP as well as Data Warehousing course. Both these course do not have any relation but for a learner, it might be relevant. In such situation, Learner can create Learning Path for him/her to create a group of courses which he/she wants to attend.

Contractors, Volunteers and Interns who have a MCG Computer Network login should refer to the User Guide for MCG Contractors and Volunteers for Learning Path instructions.

**Additional Information**

Before logging into OLM, we recommend that you decide which learning paths and classes you want to create and enroll in. These can be found on the OHR Training and Organizational Development webpage [http://www.montgomerycountymd.gov/hr/careerdevelopment/training.html](http://www.montgomerycountymd.gov/hr/careerdevelopment/training.html), select Programs and Catalogs to access the two catalogs:

- **Career Development Programs – Training Catalog**: Includes Professional Development, Management Development, Mandatory Classes and Microsoft Word Classes.
- **HHS Continuous Learning – Course Catalog (CCL)**: Topics of interest to the Department of Health and Human Services; social workers and therapists throughout the County.

Once you have decided what learning path you want to create and the class(s) you want to take through the learning path, go to OLM to create, subscribe and enroll.

**Questions**

If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.
## User Guide: How to Create and Subscribe to a learning path – Learner (MCG Employees)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Visual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>How to Create your own Learning Path</strong>&lt;br&gt;Go to the <strong>AccessMCG ePortal</strong>: <a href="https://eportal.montgomerycountymd.gov">https://eportal.montgomerycountymd.gov</a>.&lt;br&gt;We recommend that you bookmark, or add this link to your favorites for future use.&lt;br&gt;Enter your MCG Network user name and password.&lt;br&gt;Click <strong>Log in</strong>.</td>
<td><img src="image1.png" alt="Login page" /></td>
</tr>
<tr>
<td>2.</td>
<td>The <strong>ePortal</strong> menu will open.&lt;br&gt;Click <strong>Employee Self-Service</strong>.</td>
<td><img src="image2.png" alt="Employee Self-Service menu" /></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Employee Self-Service Welcome</strong> page will open.&lt;br&gt;Click on the blue <strong>Go to Employee Self-Service</strong> button.</td>
<td><img src="image3.png" alt="Employee Self-Service welcome" /></td>
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</tbody>
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4. **Employee Self-Service** will open.

Click on **MCG HR Employee Self-Service**.

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5. **The Learner Access** link will appear.

Click on **Learner Home** under the My **Learning** menu that appears on the left side.
6. Your OLM Learner Home page will open.

In the Learning Paths section,

- Click Create - the Create Learning Path: Enter Learning Path Properties page displays
- Enter the Name of the learning path in the Name Field. If Necessary, enter:
  1. A description in the Description field
  2. A Completion Target, this should be the date by which you want to complete the Learning Path
  3. A Notification before target, this is the number of days in advance that you would like to be notified before the Completion Target

- Click Next

7. A Create Learning Path: Select Courses page displays.

- Click Add Courses

8. The Select Courses: Add Courses Page displays.

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• In the **Search** field, enter a full/partial course name or keyword from the course title, click **GO**
  Example: Enter the word “Workplace” for Preventing Workplace Harassment Training.

• A List of available courses is displayed

• Select the Course(s) you would like to add, and then click **Apply**

• To add more courses, click **Add Courses**

• Once you have added all the required courses, click **Next** – the **Create Learning Path: Enter Target Dates** page displays

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9. The **Create Learning Path: Enter Target Dates** page displays

- Enter the date you want to Complete each course by, in the **Completion Target** field
- Enter the number of days in advance that you would like to be notified before the **Completion Target** date for each course in the **Notification before Target (Days)** field
- Click **Submit**
- A **Confirmation** message (highlighted in yellow) will appear indicating that the Learning Path has been successfully created

**N.B.:** creating a Learning Path does not automatically enroll you in any of its component classes. You must also enroll in all of the Learning Paths classes

To return to your Learner Home page, click the **Home** tab. **Do not use the browser’s Back button.**

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**Need Additional Assistance?**

If need additional assistance using this guide or accessing MCG OLM for Contractors and Volunteers, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116

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