



User Guide: Enroll in a Class (for Employees)

Purpose

There are a number of paths one can use to enroll in Oracle Learning Management (OLM), Montgomery County's learning management system. This guide provides the most efficient path to enroll in classes. The enrollment information here can be used by any employee of Montgomery County Government.

Contractors, Volunteers and Interns who have a MCG Computer Network login should refer to the [User Guide for MCG Contractors and Volunteers](#) for enrollment instructions.

Additional Information

Before logging into OLM, we recommend that you decide which classes you want to enroll in. These can be found on the OHR Training and Organizational Development webpage <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.

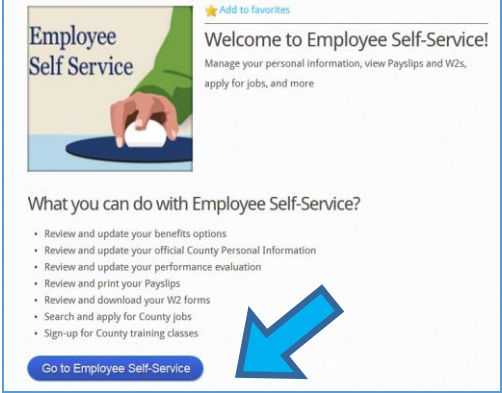
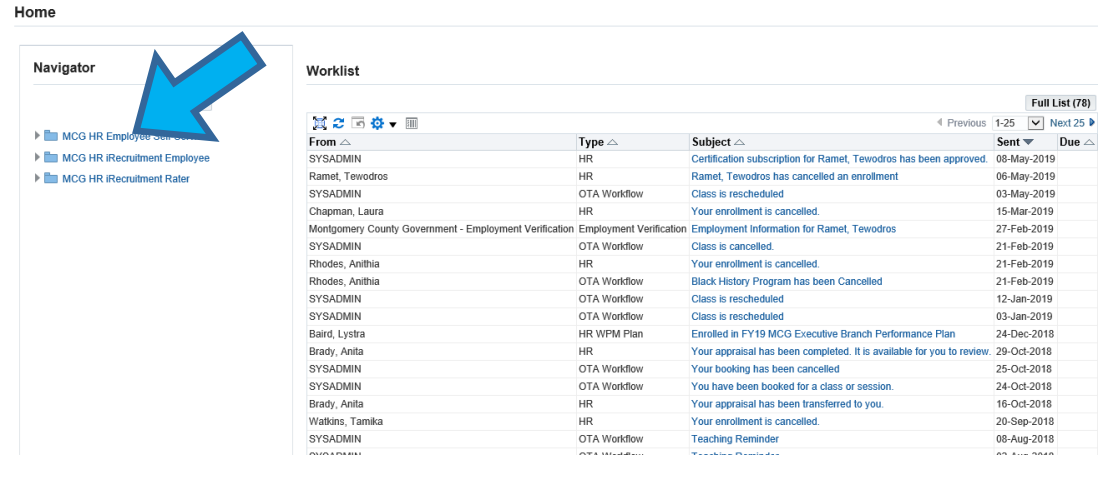
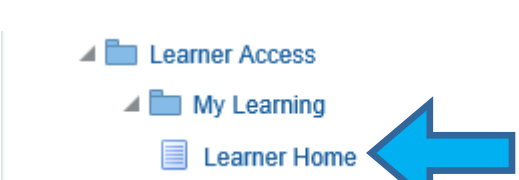
Once you have located the class you want, go to OLM to enroll. Once you have completed your enrollment, an email confirmation will be sent to you the next day. This will include the detailed information, including address of the class. Please keep it for reference. Seven days before the class is scheduled, you will receive a reminder.

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 Enroll in a class (for MCG Employees)

Step	Action	Visual
1.	<p>Go to the AccessMCG ePortal: https://eportal.montgomerycountymd.gov.</p> <p>We recommend that you bookmark, or add this link to your favorites for future use.</p> <p>Enter your MCG Network user name and password.</p> <p>Click Log in.</p>	
2.	<p>The ePortal menu will open.</p> <p>Click Employee Self-Service.</p>	

<p>3.</p>	<p>Employee Self-Service Welcome page will open.</p> <p>Click on the blue Go to Employee Self-Service button.</p>	
<p>4.</p>	<p>Employee Self-Service will open.</p> <p>Click on MCG HR Employee Self-Service.</p>	
<p>5.</p>	<p>The Learner Access link will appear.</p> <p>Click on Learner Home under the <i>My Learning</i> menu that appears on the left side.</p>	

6. Your **OLM Learner Home** page will open.

In the **Search box**, enter **only one word** from the class title.

In this example, we are searching for *Preventing Workplace Harassment*, so we typed the word, "prevent" in the Search box.

Click **Go**.

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Class Exact Phrase Advanced Search

Learning Certifications

List of all your active Certifications

Certification Name	Certification Status	Progress	Due Date	La:
EEO/Diversity for Managers and Supervisors Learning Certification	Subscribed	Inactive	07-May-2022	

7. A **list of classes** will open.

Locate the class you want.

Click on the **Enroll** button at the far right.

Learner Home Course Catalog Learning History

Search Class Exact Phrase Advanced Search

Learner Home: Current Learning > Classes

Click the links to see details. For different results please re-enter Search Criteria.

Show Key Notification

Course	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-05-16	Instructor Led Training (Classroom)			16-May-2019	09:00	Eastern Time	English	Normal	Not Enrolled	
Introduction to Services to End and Prevent Homelessness (SEPH) Course	Introduction to Services to End and Prevent Homelessness (SEPH) Class 2019-05-16	Instructor Led Training (Classroom)			16-May-2019	13:00	Eastern Time	English	Normal	Not Enrolled	
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-05-21	Instructor Led Training (Classroom)			21-May-2019	09:00	Eastern Time	English	Normal	Not Enrolled	
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-06-04	Instructor Led Training (Classroom)			04-Jun-2019	09:00	Eastern Time	English	Normal	Not Enrolled	
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-06-13	Instructor Led Training (Classroom)			13-Jun-2019	09:00	Eastern Time	English	Normal	Not Enrolled	
Preventing Workplace Harassment Course	Preventing Workplace Harassment (ECC NEW HARRES ONLY) 2019-06-17	Instructor Led Training (Classroom)			17-Jun-2019	13:00	Eastern Time	English	Normal	Not Enrolled	

8. The **Class Summary** page will open.

Review the *Enrollment details*.

Click **Apply**.

Learner Home Course Catalog Learning History

Search Class Exact Phrase Advanced Search

Learner Home: Current Learning > Classes > Enroll: Preventing Workplace Harassment Class 2019-05-16

Show Key Notification

Class Summary

Delivery Mode: Instructor Led Training (Classroom)

Course Name: Preventing Workplace Harassment Course

Class Name: Preventing Workplace Harassment Class 2019-05-16

Start Date: 16-May-2019 09:00

End Date: 16-May-2019 12:00

Time Zone: Eastern Time

Training Center

Location

Language: English

Price

9. You will automatically be returned to your **Learner Home** page.

You can see your enrollments under your *Enrollments* section.

The screenshot shows the 'Learner Home' page of a Learning Management System. The 'Enrollments' section is highlighted with a blue arrow. Below the heading, there is a table of current enrollments.

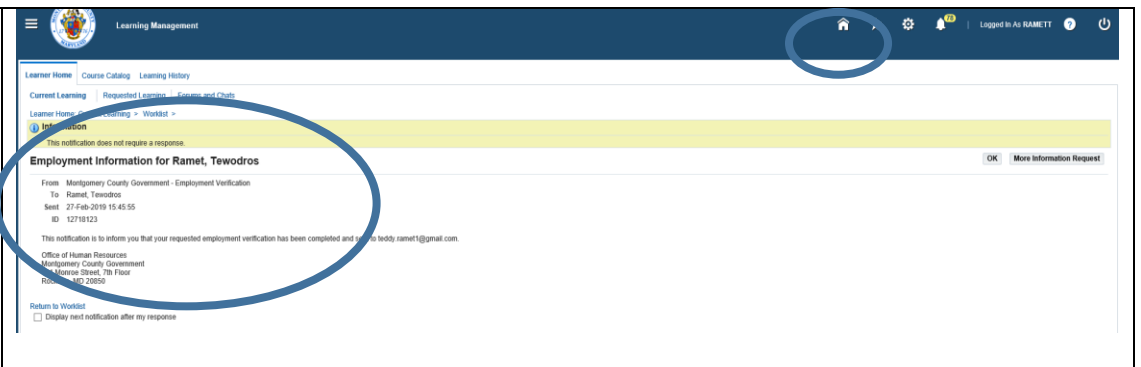
Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
Lean Process and Six Sigma CTM CBT Course		Completed		04-May-2016 00:00:00		09-Jan-2019 09:32:50	Eastern Time				

10. You will also see a **new notification** on your Learner Home page.

This is a hyperlink, so you can click on it to review your enrollment details.

An **email notification** will also be sent to you within 24 hours.

The screenshot shows the 'Learner Home' page of a Learning Management System. A blue arrow points to a notification banner in the top right corner that says 'Announcements' and 'You have 78 new notifications.'

<p>11. When you click the new notification link (Step 10), this page displays detailed enrollment information.</p> <p>To return to your Learner Home page, click the Home tab.</p> <p>Do not use the browser's Back button.</p>	
--	---

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.