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)

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<th>Step</th>
<th>Action</th>
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<td><strong>1.</strong></td>
<td>Go to the AccessMCG ePortal: <a href="https://eportal.montgomerycountymd.gov">https://eportal.montgomerycountymd.gov</a>.</td>
<td><img src="image1.png" alt="AccessMCG ePortal" /> We recommend that you bookmark, or add this link to your favorites for future use. Enter your MCG Network user name and password. Click Log in.</td>
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<tr>
<td><strong>2.</strong></td>
<td>The ePortal menu will open. Click Employee Self-Service.</td>
<td><img src="image2.png" alt="ePortal Menu" /></td>
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3. **Employee Self-Service Welcome** page will open.
   Click on the blue **Go to Employee Self-Service** button.

4. **Employee Self-Service** will open.
   Click on **MCG HR Employee Self-Service**.

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 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.

7. A list of classes will open.

Locate the class you want.

Click on the Enroll button at the far right.

8. The Class Summary page will open.

Review the Enrollment details.

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

You can see your enrollments under your Enrollments section.

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.
11. When you click the new notification link (Step 10), this page displays detailed enrollment information.

To return to your Learner Home page, click the Home tab.

Do not use the browser’s Back button.

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.