User Guide: Enroll in a Class (for Partners)

Purpose

The OHR Training and Development Division opens up Montgomery County employee professional development training for our community partners, contractors, volunteers, interns and retirees. Because many of them do not have a MCG Computer Network login, we provide access through the AccessMCG Extranet Portal. To enroll you must have already set up a profile in the AccessMCG Extranet Portal, and received approval to access the Learning Areas. If you have not set up a profile or requested access, click on this link for assistance: [User Guide: Requesting Access to the AccessMCG Extranet Portal and MCG Learning Areas](#)

- Contractors, volunteers or interns who have a MCG computer network login do not have to create a profile. They automatically have access to Oracle Learning Management (OLM) through the AccessMCG ePortal. See the [User Guide for MCG Contractors and Volunteers](#)

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 [www.montgomerycountymd.gov/training](http://www.montgomerycountymd.gov/training). There are two catalogs online:

- **Office of Human Resources (OHR) - Training Catalog**: Includes Professional Development, Management Development, Mandatory Classes and Microsoft Word Classes.
- **Health and Human Services (HHS) - Center for Continuous Learning (CCL) Training Catalog**: 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](mailto:OLM.Admin@MontgomeryCountyMD.gov) or 240-777-5116.
# Enroll in a Class (for Partners)

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<tr>
<th>Step</th>
<th>Action</th>
<th>Visual</th>
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<tr>
<td>1.</td>
<td>Go to the AccessMCG Extranet Portal by clicking this link: <strong>Extranet Portal</strong>&lt;br&gt;<strong>If you have not bookmarked or added this link to your favorites, we recommend that you do that now for the future.</strong>&lt;br&gt;Click <strong>Log in</strong>.&lt;br&gt;- If you are not sure if you have a profile set up, try to login. The system will notify you if it does not recognize your email.&lt;br&gt;- If you have forgotten your password, click the <strong>Forgot Password</strong> button on the AccessMCG Extranet login page and follow the steps to reset your password.</td>
<td><img src="https://example.com/visual1.png" alt="Visual" /></td>
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<tr>
<td>2.</td>
<td>The AccessMCG Extranet Portal will open.&lt;br&gt;Click on <strong>Learning Services</strong>.</td>
<td><img src="https://example.com/visual2.png" alt="Visual" /></td>
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3. The **Learning Services** page will open.

   Click the blue **Click Here to Go to County Learning Area** button.

4. The **E-Business Suite** will open.

   Click the **MCG External Learner Self-Service** link.

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

   Click on the **Learner Home** link.
6. The **OLM Learner Home** page will open.

   Click the **drop-down arrow** next to the **Search** window.

   Change **Course** to **Class**.

7. Go to the **Search** box.

   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**.

8. A list of classes will open.

   Locate the class you want.

   Click on the **Enroll** button at the far right.
9. The **Class Summary** page will open.

   Review the **Enrollment details**.
   Click **Review**.

   Another **Enrollment Details** window will open.
   Click **Submit**.

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.
When you click the new notification link 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.