**User Guide: MCG Oracle Learning Management (OLM) for Contractors and Volunteers**

**Purpose**

- This guide provides instructions for contractors, interns, and volunteers who have a Montgomery County Government (MCG) computer network login to use the new MCG OLM for Contractors and Volunteers self-service responsibility in Oracle Learning Management (OLM). This provides quick and easy access to enroll in online and instructor-led training via OLM. Your MCG computer network login is the user identification (ID) and password used to login to your MCG computer (e.g., John Smith’s ID may be Smith99).

- For newly hired contractors, interns, and volunteers who have a MCG computer network login, no action is needed to obtain the MCG OLM for Contractors and Volunteers self-service responsibility in OLM. It will be provided to these individuals within two (2) weeks of their start date.

- Contractors, interns, and volunteers who have a MCG computer network login and who have previously registered with and logged in to AccessMCG to access training in OLM should now follow the process above. No action is needed to obtain the MCG OLM for Contractors and Volunteers responsibility in Oracle.

**Additional Information**

See *External Learner Self-Service Frequently Asked Questions* for additional information.

**Questions**

If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Visual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Go to the AccessMCG ePortal: <a href="https://eportal.montgomerycountymd.gov">https://eportal.montgomerycountymd.gov</a> Enter your MCG Network user name and password. Click Log in.</td>
<td><img src="image" alt="AccessMCG ePortal" /></td>
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<td>2.</td>
<td>The ePortal menu will open. Click Learning Services for Contractors and Volunteers.</td>
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3. The **Learning Services for Contractors and Volunteers** application page will open. Click on the blue **Click Here to Go to County Learning Area** button.

4. The **e-Business Suite** will open. Click on **MCG OLM for Contractors and Volunteers > Learner Access > Learning > Learner Home**

The **Learner Home** link will appear.

For MCG Contractors and Volunteers who have accessed OLM through the AccessMCG Extranet Portal, the process from this point forward is the same as you have used in AccessMCG Extranet Portal.
5. The 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.

6. A list of classes will open.
   Locate the class you want.
   Click on the Enroll button at the far right.

7. The Class Summary page will open.
   Review the Enrollment details.
   Click Apply.
8. You will automatically be returned to your Learner Home page.
You can see your enrollments under your Enrollments section.

9. 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.

10. When you click the new notification link (Step 9), 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.

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