



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 48 hours 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.

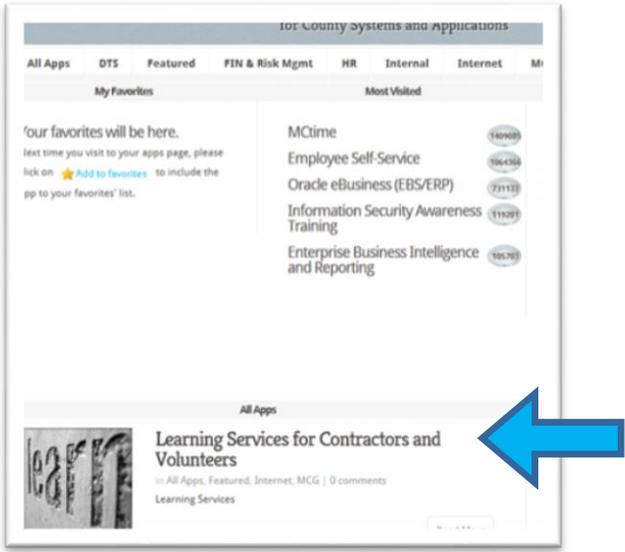
Additional Information

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.

MCG OLM for Contractors and Volunteers Access Oracle Learning Management (OLM)

Step	Action	Visual
1.	<p>Go to the AccessMCG ePortal: https://eportal.montgomerycountymd.gov</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 Learning Services for Contractors and Volunteers.</p>	

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**.



5. 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.

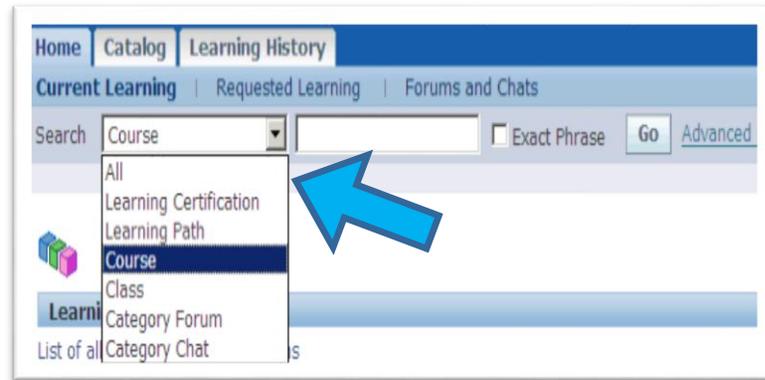
Click on **Learner Home** under the *Learning* menu that appears on the right side.



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

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

Change *Course* to *Class*.

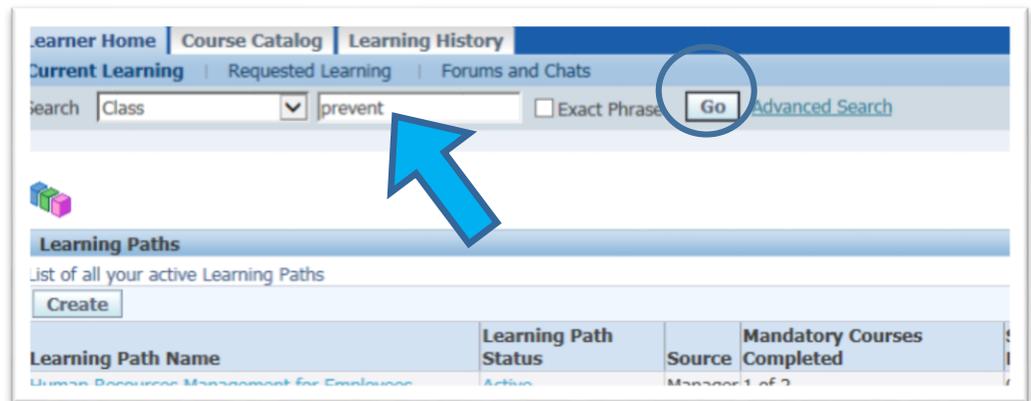


7. Go to the **Search** box.

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.



A screenshot of a Learning Management System (LMS) interface. The header includes the university logo and "Learning Management" text. Below the header is a navigation bar with "Home", "Course Catalog", and "Learning History" tabs. A search bar contains the text "prevent" and a "Go" button. Below the search bar is a table of courses. The table has columns for Course Name, Class Name, Delivery Mode, Location Center, Start Date, Start Time, Time Zone, Language, Class Status, and Enrollment Status. One row is circled in blue, showing "Preventing Workplace Harassment (DOOR STAFF ONLY) 2016-02-02". A large blue arrow points from the right side of the screenshot towards the "Enroll" button in the previous step's image.

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

Review the *Enrollment details*.

Click **Review**.

Another *Enrollment Details* window will open.

Click **Submit**.

A screenshot of the "Class Summary" page in the LMS. The page title is "Class Summary". Below the title, there are fields for "Delivery Mode" (Instructor Led Training (Classroom)), "Class Name" (Preventing Workplace Harassment Class 2016-06-01), "Start Date" (01-Jun-2016 09:00), "End Date" (01-Jun-2016 12:00), "Time Zone" (Eastern Time), "Training Center", "Location", "Language" (English), and "Price". A blue circle highlights the "Class Name" field. A blue arrow points from the right side of the screenshot towards the "Review" button in the previous step's image.

A screenshot of the enrollment confirmation page. At the top, there are "Back" and "Submit" buttons. Below them is a section titled "Proposed" with a list of details: "Course Name Preventing Workplace Harassment Course", "Class Name Preventing Workplace Harassment Class 2016-06-01", "Start Date 01-JUN-2016 09:00", "End Date 01-JUN-2016 12:00", "Time Zone Eastern Time", "Delivery Mode Instructor Led Training (Classroom)", "Language English", "Cost Center", "Special Instructions", and "Enrollment Justification". A blue arrow points from the right side of the screenshot towards the "Submit" button in the previous step's image.

10. You will automatically be returned to your **Learner Home** page.
- You can see your enrollments under your *Enrollments* section.

Learning Management

Home | Catalog | Learning History

Search Course [] Exact Phrase Go Advanced Search

Welcome, Jack Hoffman!

Learning Paths

List of all your active Learning Paths

Create

Learning Path Name	Learning Path Status	Mandatory Courses	Start Date	Due Date	Completion Date	Move to Update History	Unsubscribe
No results found.							

Enrollments

Enrollments in current enrollments, including those in classes that are part of a learning certification or learning path.

Show Key

Class Name	Type	Item Status in	Start Date	End Date	Completion Time	Zone	Move to Play History	Unenroll or Sign
Prevent Workplace Harassment Class 2013-04-18		Enrolled	18-Apr-2013 08:30:00	18-Apr-2013 11:30:00		Eastern Time		

Announcements

- You have 2 new notifications.

Browse Catalog

- HHS - Center for Continuous Learning
- MC Public Libraries Training
- OHR Training Institute

11. 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.

Home | Catalog | Learning History

Current Learning | Requested Learning | Forums and Chats

Search Course [] Exact Phrase Go Advanced Search

Welcome, Jack Hoffman!

Confirmation

Your request to enroll in the class Prevent Workplace Harassment Class 2013-04-18 has been submitted for manager approval. You can monitor your enrollment status from the Requested Learning tab on the Learner Home page.

Learning Paths

List of all your active Learning Paths

Create

Learning Path	Mandatory Courses	Start	Due	Completion	Move to

Announcements

- You have 2 new notifications.

12. When you click the new notification link (Step 11), 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.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Catalog', and 'Learning History'. Below this is a sub-navigation bar with 'Current Learning', 'Requested Learning', and 'Forums and Chats'. The 'Home: Current Learning > Worklist >' breadcrumb is visible. The main content area displays a notification: 'Class enrollment for Hoffman, Jack has been approved.' with 'OK' and 'Request Information' buttons. Below the notification is an email header: 'From: SYSADMIN', 'To: Hoffman, Jack', 'Sent: 02-Apr-2013 17:50:51', 'ID: 6774362'. The 'Enrollment Details' section is highlighted with a blue arrow and contains the following information:

Proposed	
Course Name	Prevent Workplace Harassment Course
Class Name	Prevent Workplace Harassment Class 2013-04-18
Start Date	18-APR-2013 08:30
End Date	18-APR-2013 11:30
Time Zone	Eastern Time
Delivery Mode	Instructor Led Training (Classroom)
Training Center	Rockville Core Training Center
Language	English
Cost Center	
Special Instructions	
Enrollment Justification	

At the bottom of the page, there is an 'Action History' section.

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.