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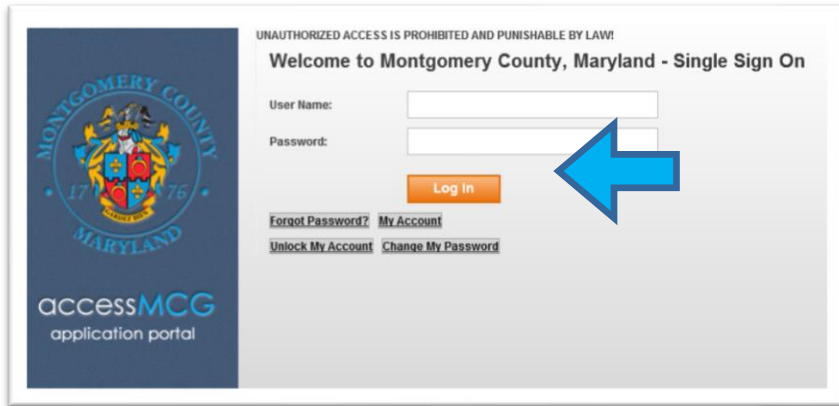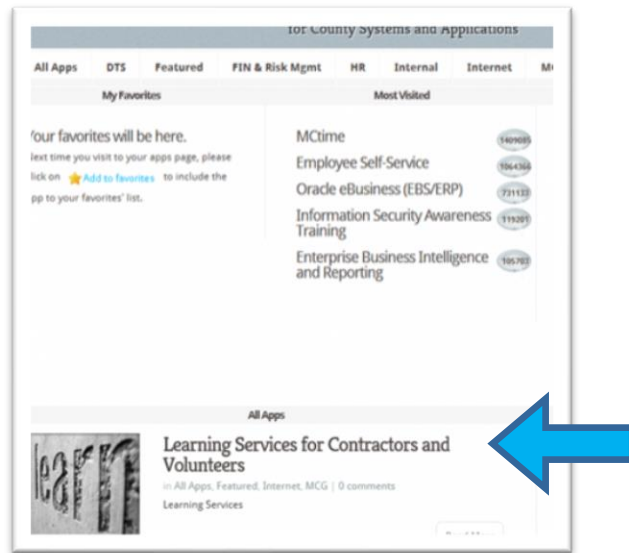
Purpose

- 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.
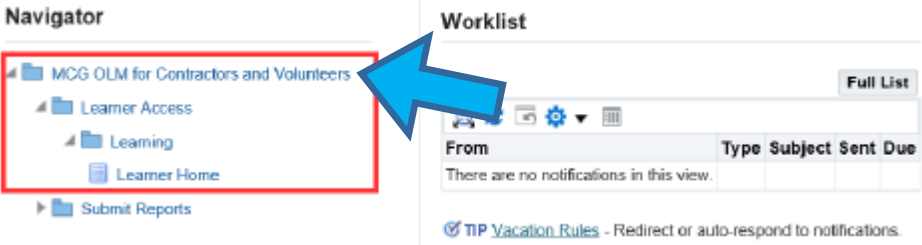
Additional Information

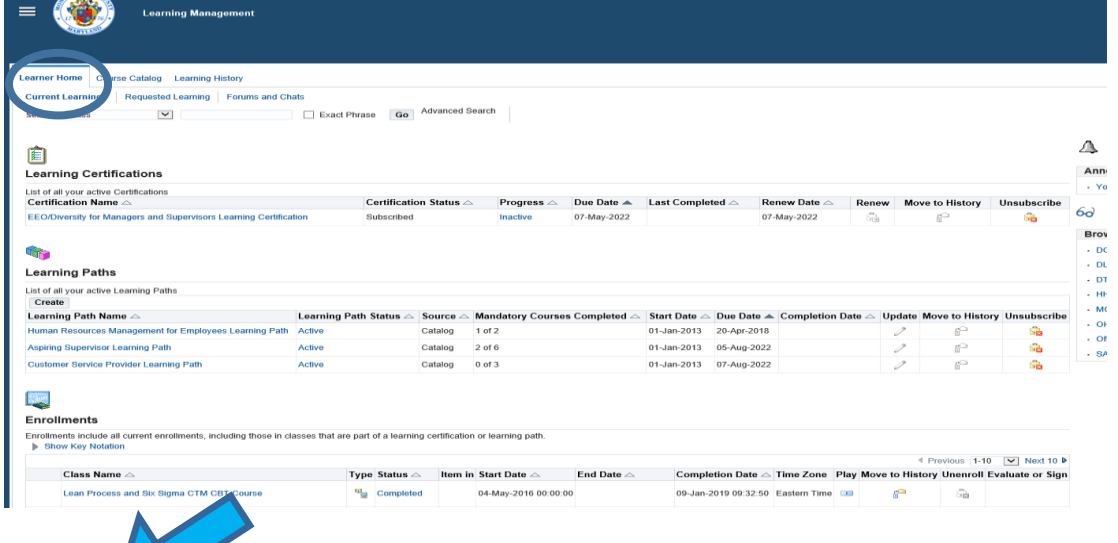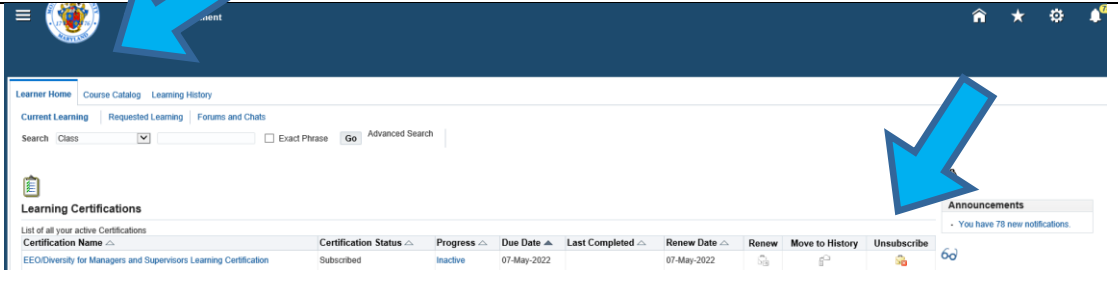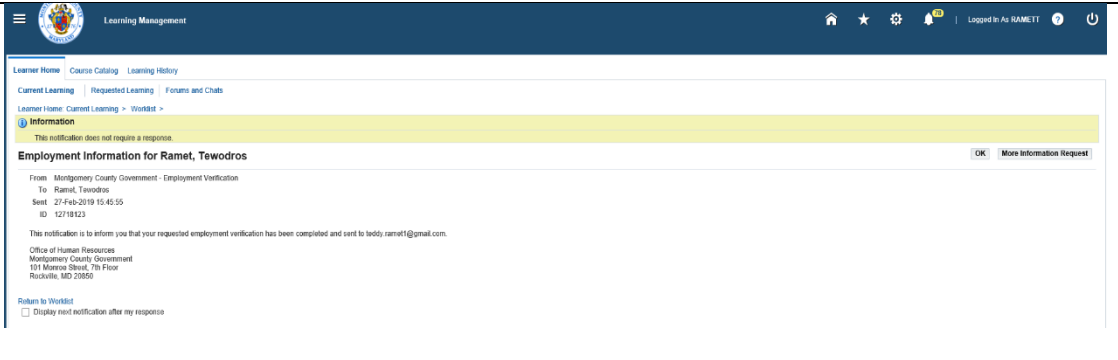See *External Learner Self-Service Frequently Asked Questions* for additional information.

Questions

If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.

MCG OLM for Contractors and Volunteers Access Oracle Learning Management (OLM)		
Step	Action	Visual
1.	Go to the **AccessMCG ePortal**: https://eportal.montgomerycountymd.gov Enter your MCG Network user name and password. Click **Log in.**	
2.	The **ePortal** menu will open. Click **Learning Services for Contractors and Volunteers.**	

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**.	Learner Home Course Catalog Learning History Current Learning Requested Learning Forums and Chats Search Class [v] [ ] ☐ Exact Phrase [Go] Advanced Search **Learning Certifications** List of all your active Certifications <table><tr><th>Certification Name △</th><th>Certification Status △</th><th>Progress △</th><th>Due Date ▲</th><th>Las</th></tr><tr><td>EEO/Diversity for Managers and Supervisors Learning Certification</td><td>Subscribed</td><td>Inactive</td><td>07-May-2022</td><td></td></tr></table>
6.	A **list of classes** will open. Locate the class you want. Click on the **Enroll** button at the far right. **Enroll**	Learner Home Course Catalog Learning History Search Class [v] prevent ☐ Exact Phrase [Go] Advanced Search Learner Home: Current Learning > **Classes** Click the links to see details. For different results please re-enter Search Criteria. ▶ Show Key Notation <table><tr><th>Course Name △</th><th>Class Name △</th><th>Delivery Mode</th><th>Location △</th><th>Training Center</th><th>Start Date</th><th>Start Time</th><th>Time Zone</th><th>Language</th><th>Class Status △</th><th>Enrollment Status △</th><th>Enroll</th></tr><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment Class 2019-05-16</td><td>Instructor Led Training (Classroom)</td><td></td><td></td><td>16-May-2019</td><td>09:00</td><td>Eastern Time</td><td>Engli</td><td></td><td></td><td></td></tr><tr><td>Introduction to Services to End and Prevent Homelessness (SEPH) Course</td><td>Introduction to Services to End and Prevent Homelessness (SEPH) Class 2019-05-16</td><td>Instructor Led Training (Classroom)</td><td></td><td></td><td>16-May-2019</td><td>13:00</td><td>Eastern Time</td><td>Engli</td><td></td><td></td><td></td></tr><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment Class 2019-05-21</td><td>Instructor Led Training (Classroom)</td><td></td><td></td><td>21-May-2019</td><td>09:00</td><td>Eastern Time</td><td>English</td><td></td><td></td><td></td></tr><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment Class 2019-06-04</td><td>Instructor Led Training (Classroom)</td><td></td><td></td><td>04-Jun-2019</td><td>09:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment Class 2019-06-13</td><td>Instructor Led Training (Classroom)</td><td></td><td></td><td>13-Jun-2019</td><td>09:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment (ECC NEW HIRES ONLY) 2019-06-17</td><td>Instructor Led Training (Classroom)</td><td></td><td></td><td>17-Jun-2019</td><td>13:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr></table>
7.	The **Class Summary** page will open. Review the *Enrollment details.* Click **Apply.**	Learner Home Course Catalog Learning History Search Class [v] prevent ☐ Exact Phrase [Go] Advanced Search Learner Home: Current Learning > Classes > Enroll: Preventing Workplace Harassment Class 2019-05-16 Cancel Apply ▶ Show Key Notation **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

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.