



User Guide: Obtaining and Printing a Transcript from Employee Self-Service

Purpose

In March, 2013 the OHR Training and Organizational Development Division transitioned from two training systems, the Montgomery County Computer Based Training (CBT) and the OHR Training Registration and Management System (TRMS), combining instructor-led and e-learning classes under the Oracle Learning Management System (OLM). This resulted in training records being held in three different places. This guide provides instructions for MCG Employees to access and print their transcript for any training taken since April 2013, and reported in OLM.

If you need to access training records prior to April 2013, please go to [Obtaining a Learning Transcript](#).

Additional Information

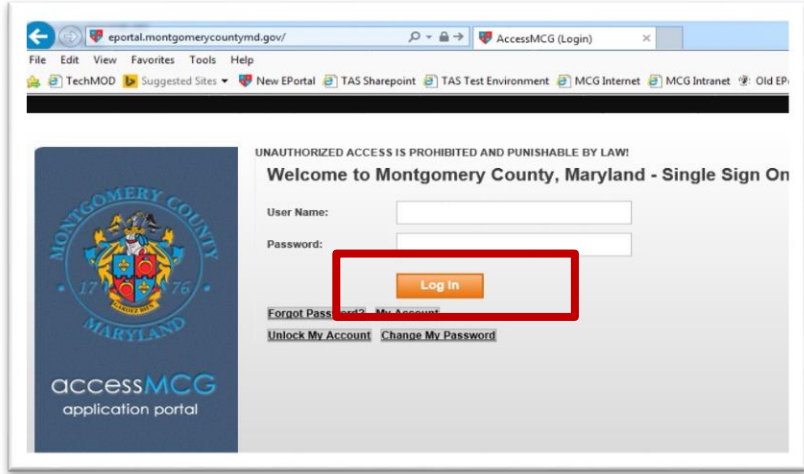
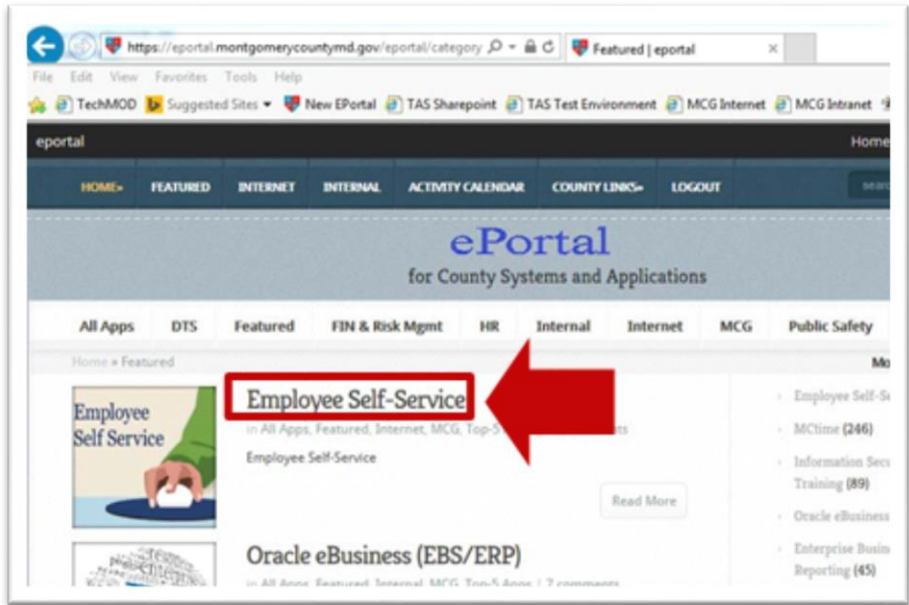
Managers and Supervisors may print transcripts of the training taken by their direct reports. That process is outlined in the [User Guide: OLM for Managers and Supervisors](#)

Direct access to transcripts is not available to external individuals such as community partners, contractors, interns, volunteers and retirees. To request a transcript, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116. Please provide your name, email address and phone number along with the date range for the classes you would like included in the transcript. For example, "*all classes between April 2012 to April 2014*".

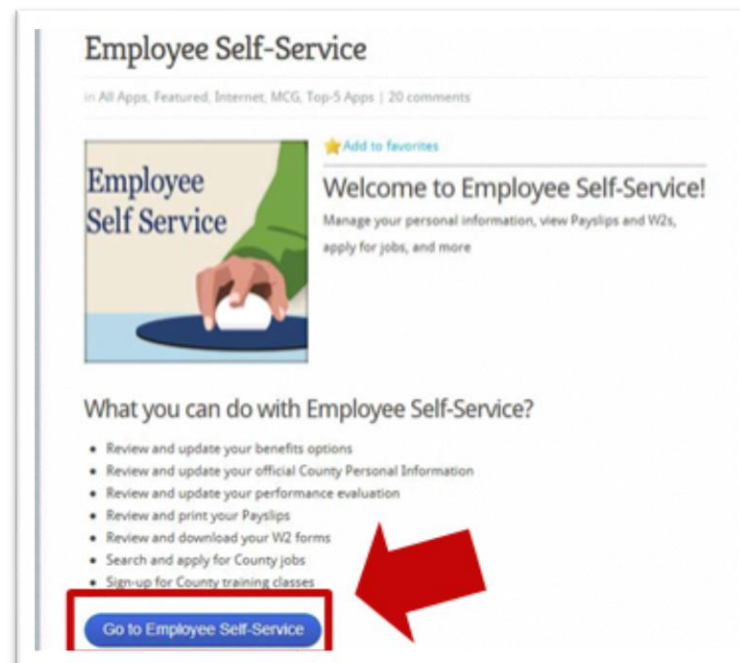
Questions

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

Enroll in a Class (for Partners)

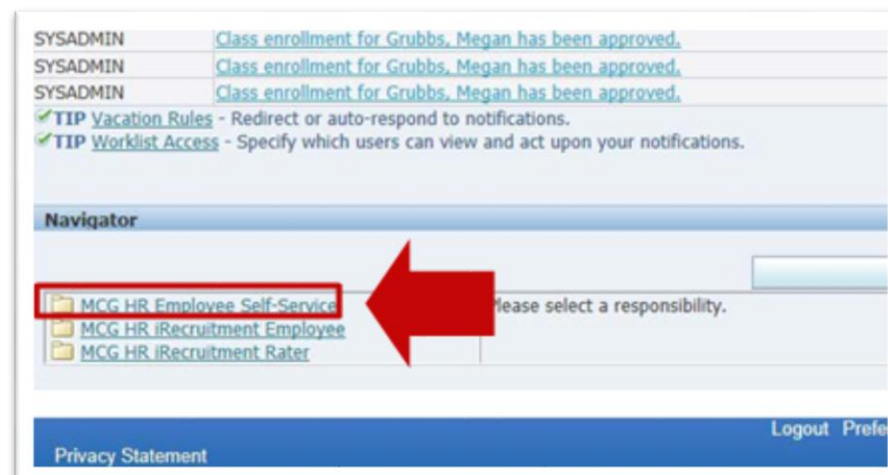
Step	Action	Visual
1.	<p>Go to the County- Portal: eportal.montgomerycountymd.gov</p> <ul style="list-style-type: none"> Enter in your username and password Click the Login Button. 	 <p>UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!</p> <p>Welcome to Montgomery County, Maryland - Single Sign On</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Log In</p> <p>Forgot Pass My Account</p> <p>Unlock My Account Change My Password</p>
2.	<p>From the ePortal Home Page,</p> <ul style="list-style-type: none"> Click the Employee Self Service application. 	 <p>https://eportal.montgomerycountymd.gov/eportal/category</p> <p>File Edit View Favorites Tools Help</p> <p>TechMOD Suggested Sites New EPortal TAS Sharepoint TAS Test Environment MCG Internet MCG Intranet Old EP</p> <p>eportal</p> <p>HOME FEATURED INTERNET INTERNAL ACTIVITY CALENDAR COUNTY LINKS LOGOUT</p> <p>ePortal</p> <p>for County Systems and Applications</p> <p>All Apps DTS Featured FIN & Risk Mgmt HR Internal Internet MCG Public Safety</p> <p>Home » Featured</p> <p>Employee Self Service</p> <p>Employee Self-Service</p> <p>Oracle eBusiness (EBS/ERP)</p> <p>Employee Self-S</p> <p>MChime (246)</p> <p>Information Secs Training (89)</p> <p>Oracle eBusiness</p> <p>Enterprise Busin Reporting (45)</p>

3. Click the **Go to Employee Self-Service** button.



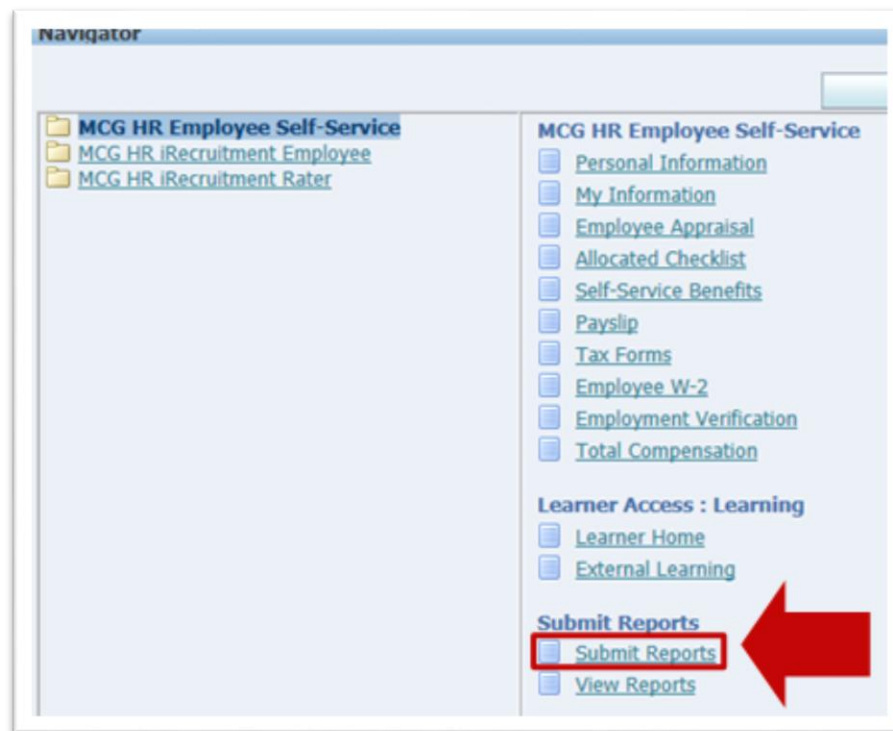
4. Your **e-Business Applications** page will open.

- Click the **MCG HR Employee Self-Service** link.



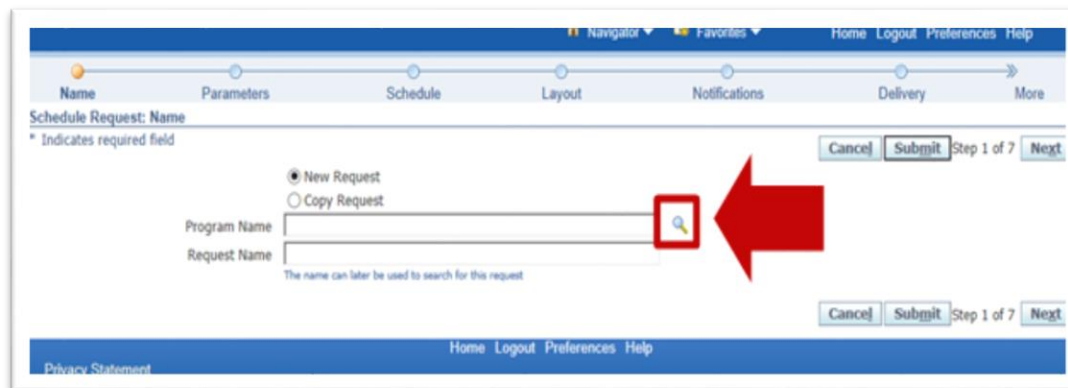
5. Look for the **Submit Reports Menu**.

- Click the **Submit Reports** link.



6. The **Report Application** will open.

- Click the **Magnifying Glass** icon next to the Program Name search field.



7. A new **Search Window** will open.
- Click the **GO** button next to the search field.

Search and Select List of Values - Internet Explorer

https://e02.montgomerycountymd.gov/ojn2/ijn1/OA_HTML/cabo/jsp/a.jsp?_t=fredRC&enc=US-ASCII&_minWidth=750&_minHeight=550&confi

Search and Select: Program Name

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Program Name Go

Results

Select	Quick Select	Program Name	Application Name
	No search conducted.		

Cancel Select

8. Click the **Quick Select Icon** next to MCG OLM Learner Transcript Report.

Search

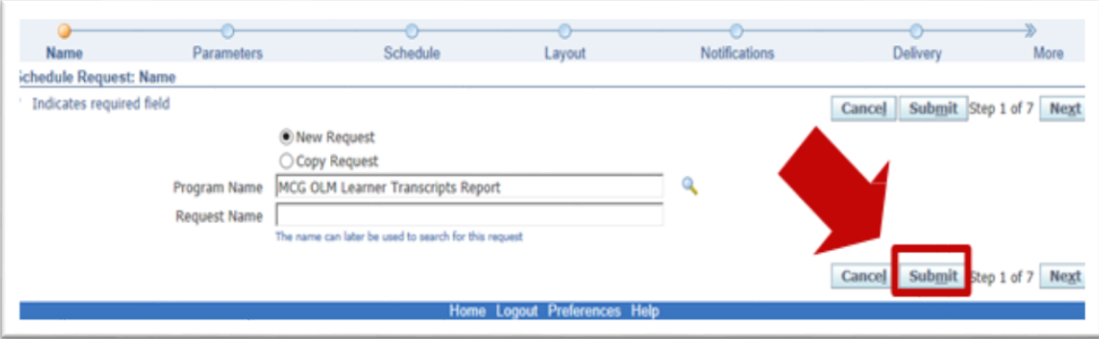
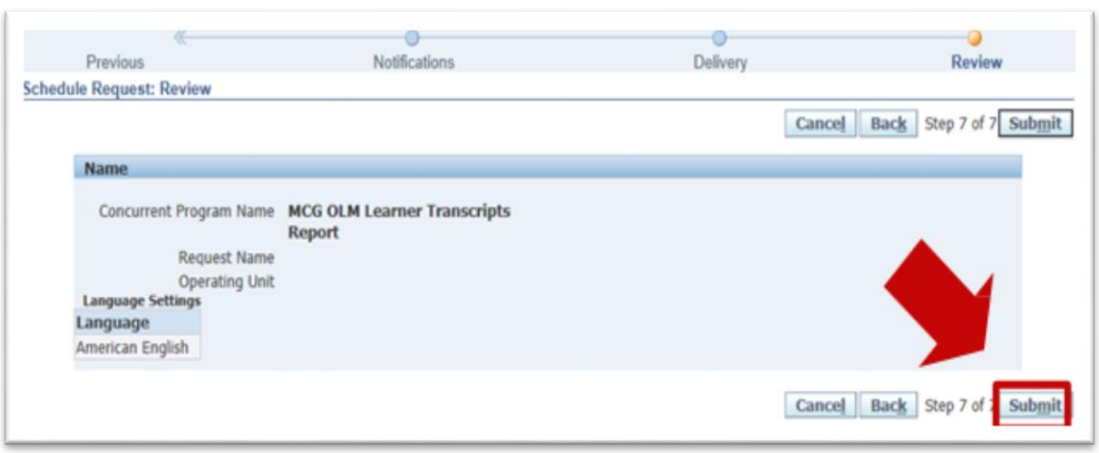
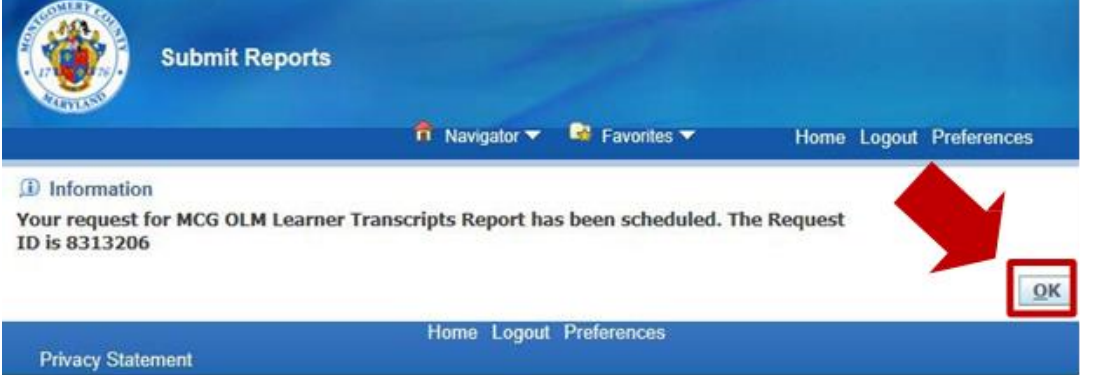
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

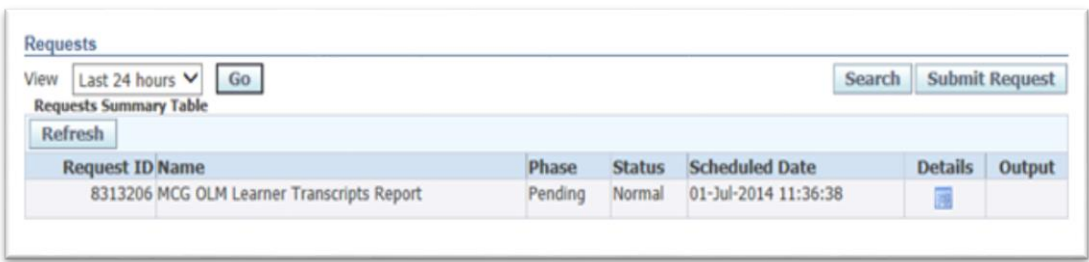
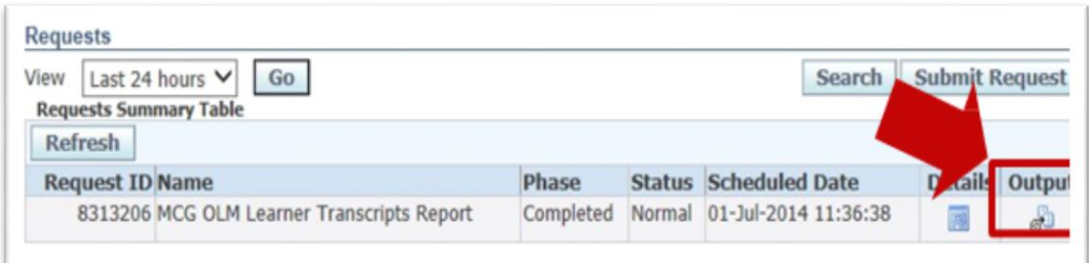
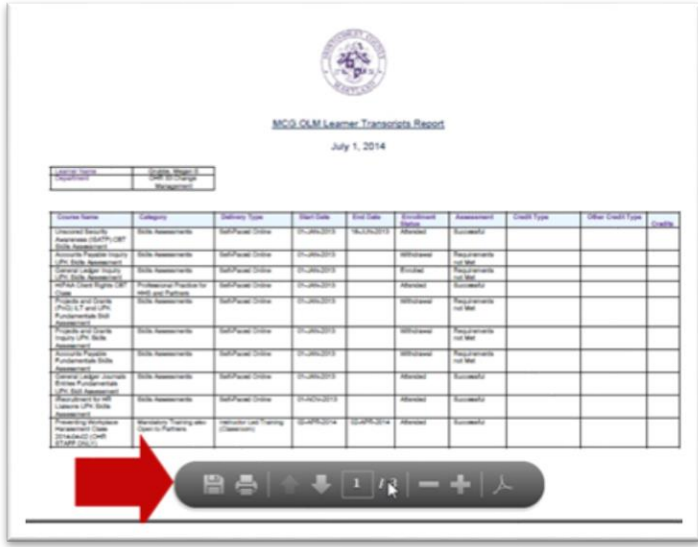
Search By Program Name Go

Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		MCG OLM Learner Transcripts Report	XXMCG Custom

Cancel Select

<p>9.</p>	<p>The Search Window will close.</p> <ul style="list-style-type: none"> You will be directed back to the Schedule Request page. Click the Submit button. 	
<p>10.</p>	<p>Review the information provided about the scheduled request.</p> <ul style="list-style-type: none"> Click Submit. <ul style="list-style-type: none"> You may click the Back button to go back and modify the request. You may click the Cancel button to cancel the request entirely. 	
<p>11.</p>	<p>A confirmation with the request ID will display.</p> <ul style="list-style-type: none"> Click the OK button. 	

12.	<p>A Report Table with your pending and completed requests will display.</p> <p>Note: Until the Phase Status indicates “Complete”, you will not be able to obtain the requested transcript.</p>	
13.	<p>When the request is complete,</p> <ul style="list-style-type: none"> Click the Output icon. 	
14.	<p>Your transcript displays within your internet browser.</p> <p>Note: You may save a PDF copy using the icons that appear at the bottom of the display.</p>	

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.