

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 <u>OLM.Admin@MontgomeryCountyMD.gov</u> 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.

Step	Action	Visual
	 Go to the Countye- Portal: eportal.montgomerycountymd.gov Enter in your username and password Click the Login Button. 	Image: Contract of the second seco
2.	From the ePortal Home Page, Click the Employee Self Service application. 	Image: Section of the section of th

3.	Click the Go to Employee Self-Service button.	
0.		Employee Self-Service
		Employee beir bervice
		in All Apps, Featured, Internet, MCG, Top-5 Apps 20 comments
		Add to fevorises
		Employee Welcome to Employee Self-Service!
		Self Service whanage your personal information, view Payslips and W2s, apply for jobs, and more
		What you can do with Employee Self-Service?
		Review and update your benefits options
		Review and update your official County Personal Information Review and update your performance evaluation
		Review and print your Payslips
		Review and download your W2 forms Search and apply for County jobs
		Sign-up for County training classes
		Go to Employee Self-Service
4.	Your e-Business Applications page will open.	
		SYSADMIN Class enrollment for Grubbs, Megan has been approved.
	Click the MCG HR Employee Self-Service link.	SYSADMIN Class enrollment for Grubbs, Megan has been approved. SYSADMIN Class enrollment for Grubbs, Megan has been approved.
		TIP Vacation Rules - Redirect or auto-respond to notifications.
		TIP Worklist Access - Specify which users can view and act upon your notifications.
		Navigator
		MCG HR Employee Self-Service Iease select a responsibility. MCG HR iRecruitment Employee MCG HR iRecruitment Rater
		Logout Prefe Privacy Statement

5.	Look for the Submit Reports Menu.	
		Navigator
	Click the Submit Reports link.	
		MCG HR Employee Self-Service MCG HR iRecruitment Employee MCG HR iRecruitment Rater MCG HR iRecruitment MCG HR iRecruitment Rater MCG HR iRecruitmen
		View Reports
6.	The Report Application will open.	11 Navigator V 崎 Favorites V Home Logout Preferences Help
	Click the Magnifying Glass icon next to the Program	• • • • • • • • • • • • • • • • • • •
		Name Parameters Schedule Layout Notifications Delivery More Schedule Request: Name
	Name search field.	Schedule Request, Name * Indicates required field Cancel Submit Step 1 of 7 Negt O Copy Request Program Name Request Name The name can later be used to search for this request
		Cancel Submit Step 1 of 7 Negt
		Home Logout Preferences Help
		Privacy Statement

7.	A new Search Window will open.	
	• Click the GO button next to the search field.	Search and Select List of Values - Internet Explorer K St K https://ei02.montgomerycountymd.gov/ojn2/ijn1/OA_HTML/cabo/jsps/a.jsp?_t=fredRC&enc=US-ASCII&_minWidth=750&_minHeight=550&config
		Search and Select: Program Name Cancel Select Search Select Interview Select a filter item in the pulldown list and enter a value the text field, then select the "Go" button. Search By Program Name Go Results Results
		Select Quick Select Program Name Application Name No search conducted. Cancel Select F7 No
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 Image: MCG OLM Learner Transcripts Report XXMCG Custom Image: Cancel Imag

9.	The Search Window will close.	
	• You will be directed back to the Schedule Request page.	Name Parameters Schedule Layout Notifications Delivery More ichedule Request: Name - - -
	Click the Submit button.	Indicates required field New Request Cancel Submit Step 1 of 7 Next Cancel Submit Step 1 of 7 Next Cancel Submit Step 1 of 7 Next Home Lopout Preferences Help
10.	 Review the information provided about the scheduled request. Click Submit. You may click the Back button to go back and modify the request. You may click the Cancel button to cancel the request entirely. 	Previous Notifications Delivery Review Schedule Request: Review Cancel Back Step 7 of 7 Submit Name Concurrent Program Name MCG OLM Learner Transcripts Report Request Name Operating Unit Language Settings Language American English Cancel Back Step 7 of Submit
11.	 A confirmation with the request ID will display. Click the OK button. 	Submit Reports Navigator Parameters Navigator Preferences Information Your request for MCG OLM Learner Transcripts Report has been scheduled. The Request ID is 8313206 Home Logout Preferences Home Logout Preferences

12.	A Report Table with your pending and completed requests will display. Note: Until the Phase Status indicates "Complete ", you will not be able to obtain the requested transcript.	Requests Search Submit Request Request 24 hours V Go Request Summary Table Refresh Phase Status Scheduled Date Details Output 8313206 MCG OLM Learner Transcripts Report Pending Normal 01-Jul-2014 11:36:38 Image: Colored Coleman Science Colema Science Coleman Science Coleman Science Cole
13.	 When the request is complete, Click the Output icon. 	Requests Go Search Submit Request Requests Summary Table Refresh Search Submit Request
		Request ID Name Phase Status Scheduled Date Coupleted 8313206 MCG OLM Learner Transcripts Report Completed Normal 01-Jul-2014 11:36:38 Image: Coupleted
14.	Your transcript displays within your internet browser. Note: You may save a PDF copy using the icons that appear at the bottom of the display.	MCD. OLM Learner Transmiss. Report July 1, 2014

Need Additional Assistance?

If need additional assistance using this guide or accessing MCG OLM for Contractors and Volunteers, please contact the OLM Administrator at <u>OLM.Admin@MontgomeryCountyMD.gov</u> or 240-777-5116.