



# OLM User's Guide

Office of Human Resources Training and Organizational Development Team  
December, 2015

## How to Enroll in a Class for MCG Staff

### Introduction

Any Montgomery County Employee with a network account can access our professional development training. As part of our TransformMCG initiative, we have implemented the Oracle Learning Management System(OLM), which can be accessed through the e-portal.

### Looking for a Class

Information on Classes being offered is located on the OHR Career Development WebPage.

- (1) Click here: <http://www.montgomerycountymd.gov/HR/> Click Career Development > Click Training
- (2) Locate the Class Catalog you want.
  - OHR Class Catalog: Includes Professional Development, Management Development, Mandatory Classes and Microsoft Word Classes.
  - HHS – CCL: Class of interest to the Department of Health and Human Services; social workers and therapists throughout the County.
- (3) Open or print the Catalog for your own use.
- (4) Once you have located the class you want go to Oracle Learning Management to enroll.

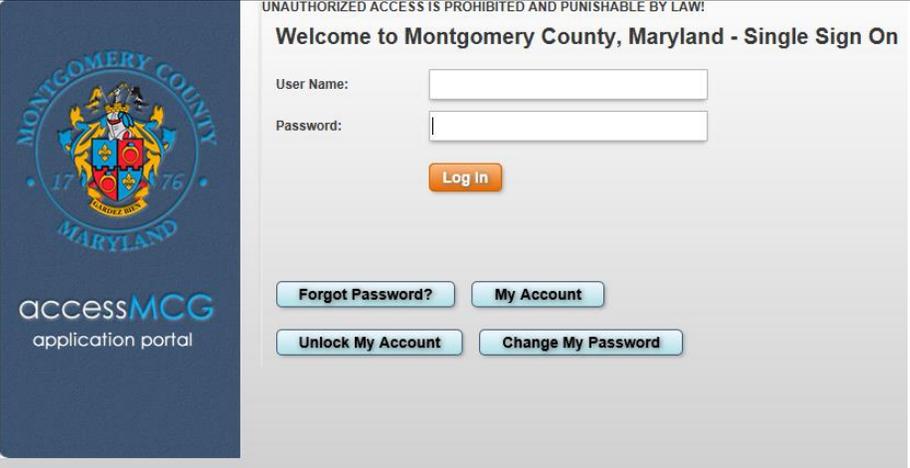
## Confirmation

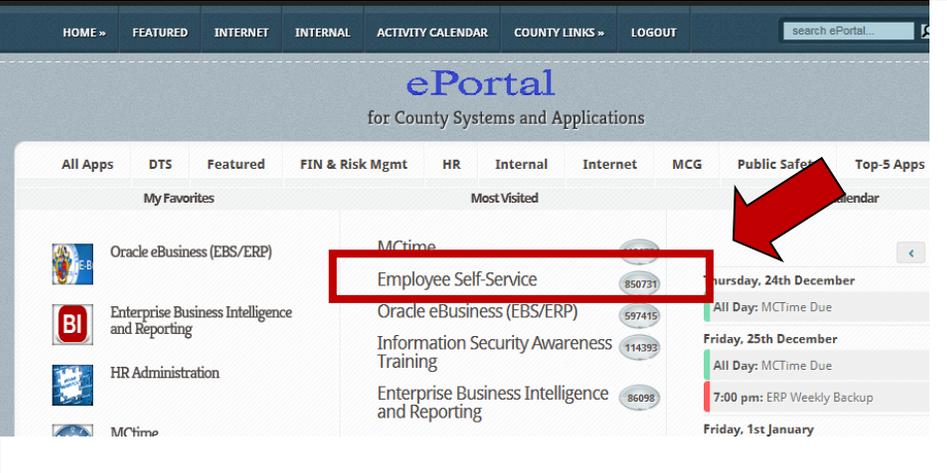
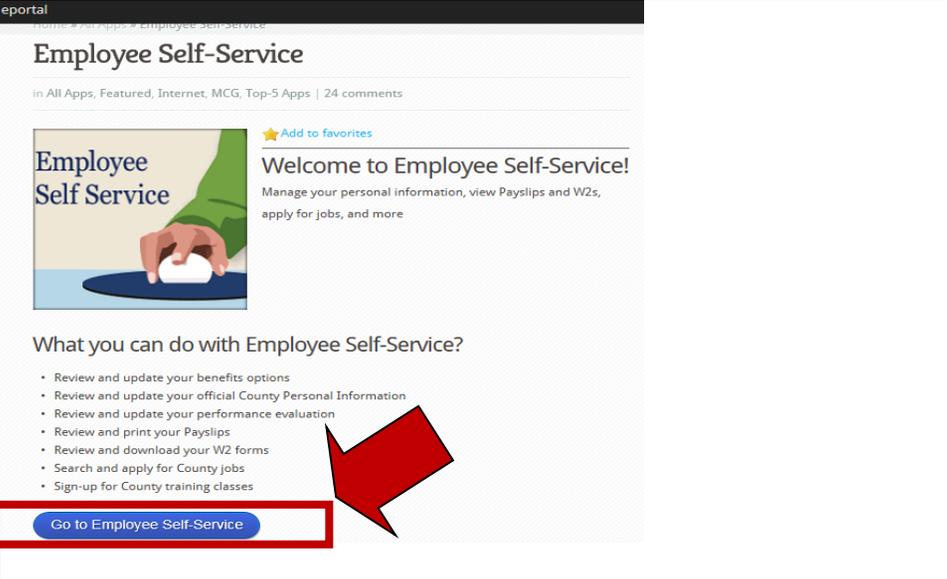
Once you have completed your enrollment, an email confirmation will be sent to you the next day. This will include the detailed information, including address and location of the class. Please keep it for reference. Seven days before the class is scheduled, you will receive another reminder.

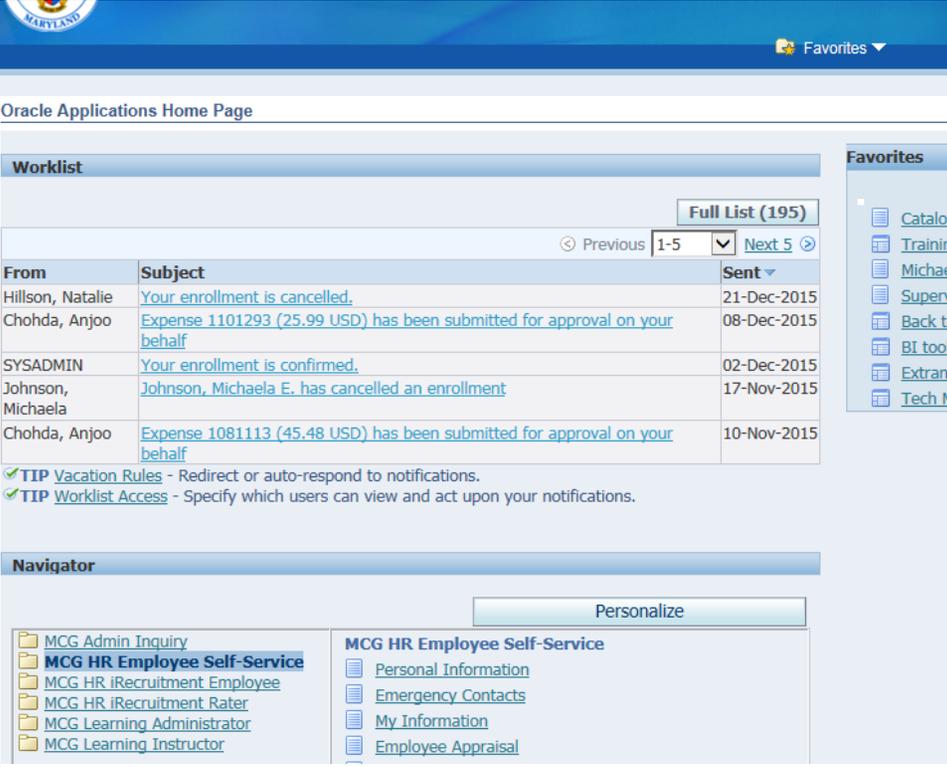
## Need Help?

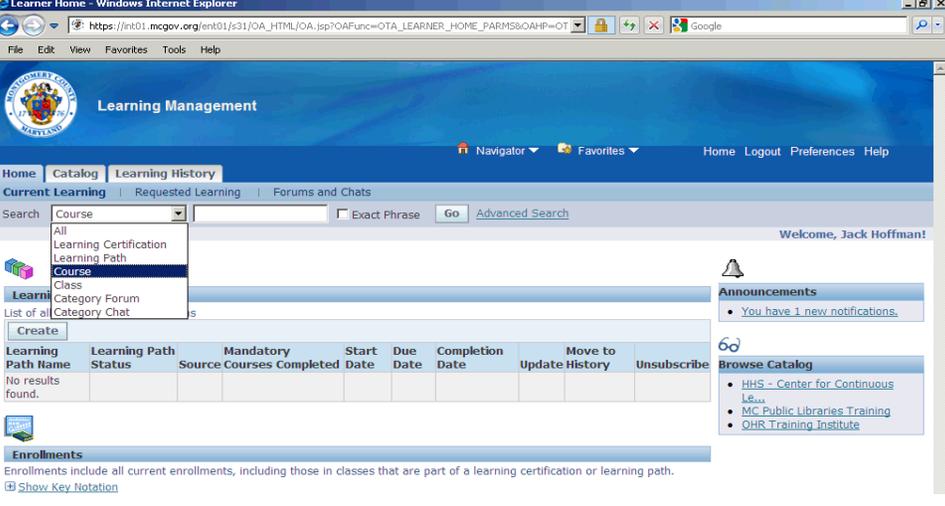
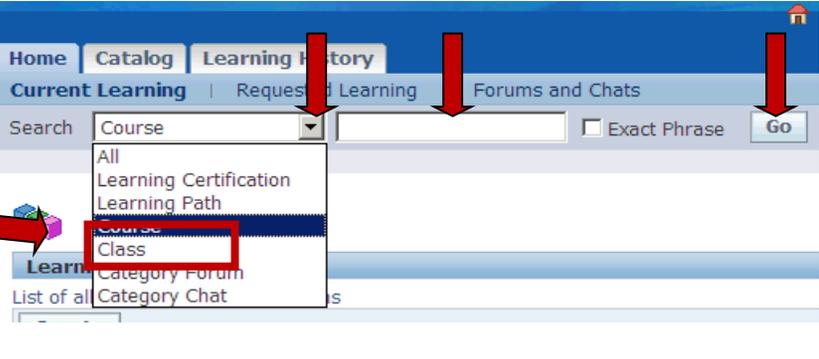
If you run into a problem accessing OLM or enrolling, please contact the OHR Training Line, 240-777-5116; or email [OLM.Admin@montgomerycountymd.gov](mailto:OLM.Admin@montgomerycountymd.gov).

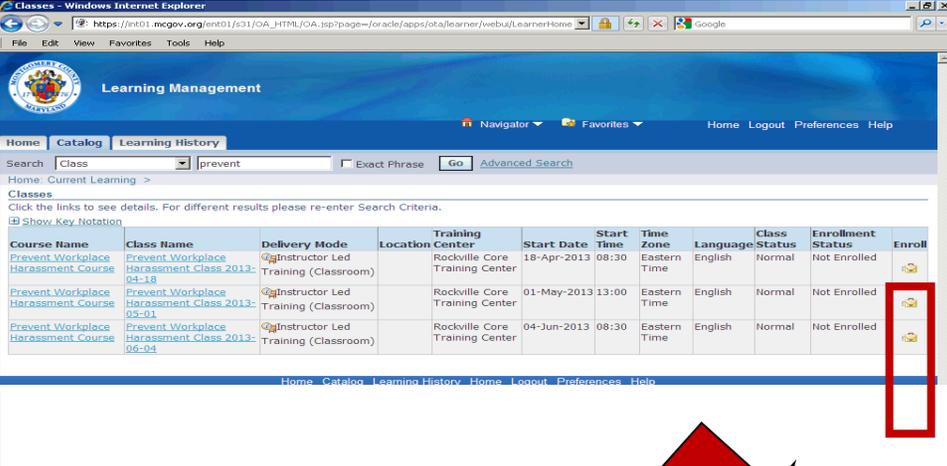
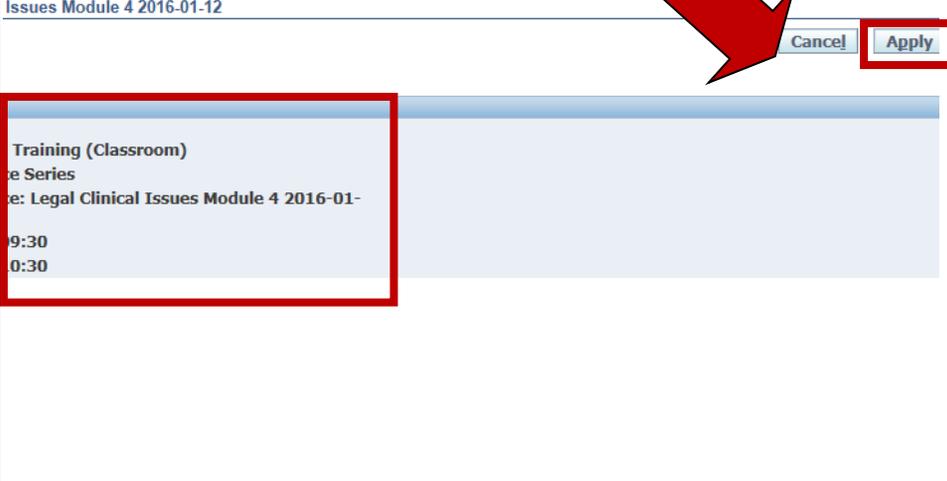
## Instructions

	Action	
1.	<p><b>Go to the e-portal: &gt;</b></p> <p>Log-in using your MCG User Name and Password Click the orange Log-in button.</p> <p><b>Recommendation:</b> Once you are on the log-in page, please <b>bookmark this site</b> for faster access.</p>	 <p>UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!</p> <p><b>Welcome to Montgomery County, Maryland - Single Sign On</b></p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><a href="#">Log In</a></p> <p><a href="#">Forgot Password?</a> <a href="#">My Account</a></p> <p><a href="#">Unlock My Account</a> <a href="#">Change My Password</a></p>

	Action	
2.	<p>Once you log-in, the e-Portal dashboard will appear.</p> <p>Click on <b>Employee Self-Service</b>.</p>	 <p>The screenshot shows the ePortal dashboard with a navigation menu at the top. Under the 'My Favorites' section, the 'Employee Self-Service' link is highlighted with a red rectangular box. A red arrow points from the right side of the dashboard towards this highlighted link.</p>
3.	<p>The <b>Employee Self-Service</b> page will open.</p> <p>Click on the blue button – “<b>Go to Employee Self-Service</b>”</p>	 <p>The screenshot shows the 'Employee Self-Service' page. At the bottom of the page, there is a blue button labeled 'Go to Employee Self-Service'. This button is highlighted with a red rectangular box, and a red arrow points from the right side of the page towards it.</p>

	Action	
4.	The Oracle Applications Home Page will open.	 <p>The screenshot shows the Oracle Applications Home Page. At the top, there is a navigation bar with the 'MARYLAND' logo and a 'Favorites' dropdown. Below this is the 'Oracle Applications Home Page' title. The main content area is divided into several sections:</p> <ul style="list-style-type: none"> <li><b>Worklist:</b> A table of notifications with columns 'From', 'Subject', and 'Sent'. The table contains several rows of notifications, including one from Hillson, Natalie, and another from Chohda, Anjo.</li> <li><b>Navigator:</b> A section containing a list of application links. The 'MCG HR Employee Self-Service' link is highlighted in blue.</li> <li><b>Favorites:</b> A sidebar on the right containing a list of favorite links, including 'Catalog', 'Training', 'Michael', 'Superv', 'Back to', 'BI tool', 'Extran', and 'Tech M'.</li> </ul>
5.	Click the <b>MCG HR Employee Self-Service</b> link located below the Navigator Bar.	 <p>This is a close-up view of the Navigator section. The 'MCG HR Employee Self-Service' link is highlighted with a red box, and a red arrow points to it. The other links in the list are 'MCG Admin Inquiry', 'MCG HR iRecruitment Employee', 'MCG HR iRecruitment Rater', and 'MCG Learning Administrator'.</p>

	Action	
6.	Click the <b>Learner Home</b> link.	
7.	The <b>OLM Learner Home</b> page will open.	
8.	<ul style="list-style-type: none"> <li>Click the arrow next to the <b>Search</b> window</li> <li>From the drop down, select <b>Class</b>.</li> <li>Go to the <b>Search Box</b></li> <li>Enter <b>ONLY ONE WORD</b> from the class title</li> <li>Click <b>“Go”</b>.</li> </ul>	

	Action																																													
<p>9. A list of classes will open.</p> <ul style="list-style-type: none"> <li>• Locate the class you want.</li> <li>• Click on the Enroll button at the far right.</li> </ul>		 <p>The screenshot shows a web browser window with the URL <a href="https://m01.mc.gov.org/en01/s31/OA_HTML/OA.jsp?page=foracle/apps/ota/learner/webui/LearnerHome">https://m01.mc.gov.org/en01/s31/OA_HTML/OA.jsp?page=foracle/apps/ota/learner/webui/LearnerHome</a>. The page title is "Learning Management". There are navigation tabs for "Home", "Catalog", and "Learning History". A search bar contains the text "prevent". Below the search bar, there is a table of classes. The table has columns for Course Name, Class Name, Delivery Mode, Location Center, Start Date, Start Time, Time Zone, Language, Class Status, Enrollment Status, and Enroll. The third row of the table is highlighted, and the "Enroll" button in that row is enclosed in a red rectangular box.</p> <table border="1"> <thead> <tr> <th>Course Name</th> <th>Class Name</th> <th>Delivery Mode</th> <th>Location 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> </thead> <tbody> <tr> <td>Prevent Workplace Harassment Course</td> <td>Prevent Workplace Harassment Class 2012-04-18</td> <td>Instructor Led Training (Classroom)</td> <td>Rockville Core Training Center</td> <td>18-Apr-2013</td> <td>08:30</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td></td> </tr> <tr> <td>Prevent Workplace Harassment Course</td> <td>Prevent Workplace Harassment Class 2012-05-01</td> <td>Instructor Led Training (Classroom)</td> <td>Rockville Core Training Center</td> <td>01-May-2013</td> <td>13:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td></td> </tr> <tr> <td>Prevent Workplace Harassment Course</td> <td>Prevent Workplace Harassment Class 2012-06-04</td> <td>Instructor Led Training (Classroom)</td> <td>Rockville Core Training Center</td> <td>04-Jun-2013</td> <td>08:30</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td></td> </tr> </tbody> </table>	Course Name	Class Name	Delivery Mode	Location Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll	Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2012-04-18	Instructor Led Training (Classroom)	Rockville Core Training Center	18-Apr-2013	08:30	Eastern Time	English	Normal	Not Enrolled		Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2012-05-01	Instructor Led Training (Classroom)	Rockville Core Training Center	01-May-2013	13:00	Eastern Time	English	Normal	Not Enrolled		Prevent Workplace Harassment Course	Prevent Workplace Harassment Class 2012-06-04	Instructor Led Training (Classroom)	Rockville Core Training Center	04-Jun-2013	08:30	Eastern Time	English	Normal	Not Enrolled	
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<p>10. The Class Summary Page will open.</p> <ul style="list-style-type: none"> <li>• Review the Enrollment details</li> <li>• Click the Apply button.</li> </ul>		 <p>The screenshot shows a page titled "Issues Module 4 2016-01-12". At the top right, there are "Cancel" and "Apply" buttons. The "Apply" button is highlighted with a red rectangular box. A large red arrow points from the "Apply" button towards the class details below. The class details are displayed in a light blue box and include:</p> <ul style="list-style-type: none"> <li>Training (Classroom)</li> <li>Series</li> <li>Series: Legal Clinical Issues Module 4 2016-01-</li> <li>9:30</li> <li>0:30</li> </ul>																																												

**Action**

11. You will automatically be returned to your **Learner Home Page**.

You can see your enrollments under your **Enrollments** section.

**Learning Paths**  
List of all your active Learning Paths

[Create](#)

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

**Enrollments**  
Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.  
[Show Key Notation](#)

Class Name	Type	Status	Item	Start Date	End Date	Completion Date	Time Zone	Move to Play History	Unenroll	Evaluate
<a href="#">Prevent Workplace Harassment Class 2013-04-18</a>		Enrolled		18-Apr-2013 08:30:00	18-Apr-2013 11:30:00		Eastern Time			

**Announcements**  
• You have 2 new notifications.

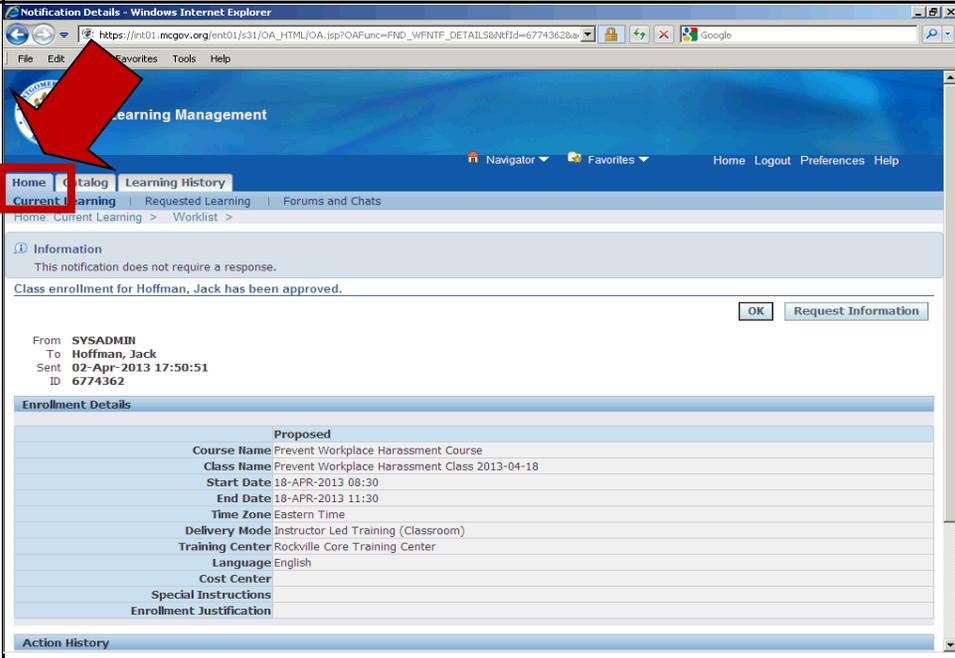
**Browse Catalog**  
• [HHS - Center for Continuous Learning](#)  
• [MC Public Libraries Training](#)  
• [QHR Training Institute](#)

**Action**

12. 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.

The screenshot shows the 'Learner Home' page in a Windows Internet Explorer browser. The address bar shows the URL: [https://int01.mc.gov.org/ent01/s31/OA\\_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/EnrollmentRe](https://int01.mc.gov.org/ent01/s31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/EnrollmentRe). The page features a blue header with the 'Learning Management' logo and navigation links like 'Home', 'Catalog', and 'Learning History'. A confirmation message states: 'Your request to enroll in the class Prevent Workplace Harassment Class 2013-04-18 has been submitted for manager approval. You can monitor your status from the Requested Learning tab on the Learner Home page.' Below this, there is a 'Learning Paths' section with a 'Create' button and a table with columns: Learning Path Name, Learning Path Status, Mandatory Courses Source Completed, Start Date, Due Date, Completion Date, Move to Update History, and Unsubscribe. The table currently shows 'No results found.' At the bottom, there is an 'Enrollments' section with a table containing one row for the 'Prevent Workplace' class, which is 'Enrolled' and scheduled from 08:30:00 to 11:30:00 on 18-Apr-2013. A red arrow points to a notification box in the top right corner that says 'You have 2 new notifications.'

	Action	
13.	<p>This page displays with detailed enrollment information.</p> <p>To return to your Learner home page, click the home tab.</p> <p>DO NOT use the browser's back button.</p>	 <p>The screenshot shows a Windows Internet Explorer browser window displaying a notification page. The address bar shows the URL: https://int01.mc.gov.org/ent01/s31/OA_HTML/OA.jsp?OAFunc=FND_WFNTP_DETAILS&amp;NFId=6774362&amp;... The page title is "Notification Details - Windows Internet Explorer". The browser's menu bar includes File, Edit, Favorites, Tools, and Help. The page content includes a navigation menu with tabs for Home, Catalog, and Learning History. The Home tab is highlighted with a red box and a red arrow. Below the navigation menu, there is a notification message: "Class enrollment for Hoffman, Jack has been approved." with "OK" and "Request Information" buttons. The notification details include: From: SYSADMIN, To: Hoffman, Jack, Sent: 02-Apr-2013 17:50:51, ID: 6774362. The enrollment details table shows: 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, and Enrollment Justification.</p>