

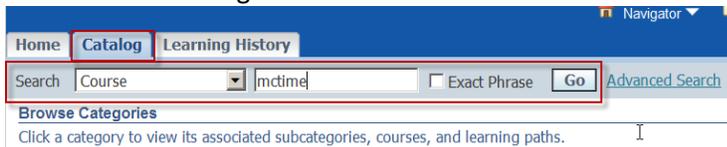
## ONLINE TRAINING

This link will take you to the ePortal, where you will log in.

- Select Oracle Employee Self Service (ESS)
- Once in ESS, under the Navigator Bar,
- Click on MCG HR Employee Self Service
- Scroll down to Learner Access: Learning
- Click on Learner Home



- Select the Catalog tab
- Search using Course in the first box and Mctime in the second box – Click on Go



There are two (2) courses for Mctime:

1. Mctime for Employees CBT Course
  2. Mctime for Managers CBT Course
- Select the Course by clicking on “Choose or Enroll”

Course Name	Choose or Enroll in class	Course Code
<a href="#">Mctime for Employees CBT course</a>	📁	
<a href="#">Mctime for Managers CBT Course</a>	📁	

- Review
- Submit

Note: You will receive an email notice from Workflow Mailer advising you that you have been approved to take the class.

Once you are enrolled, the courses are listed under the Enrollments bar.

Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll or Sign	Evaluate
<a href="#">Mctime for Managers CBT Class</a>	📁	Not Attempted		20-Feb-2013 00:00:00			Eastern Time	▶	📁	📁	📁
<a href="#">Mctime for Employees CBT Class</a>	📁	Not Attempted		11-Mar-2013 00:00:00			Eastern Time	▶	📁	📁	📁

**Play** ▶

To begin the course, click on the play icon.