



## User Guide: Enter External Learning into your OLM Learning Record

### Purpose

External Learning, in our Learning Management System, refers to any training taken outside of the County, and is not automatically recorded in the learning management system. To create a more complete training record, we encourage employees to enter any outside training they have taken into the External Learning section of their Learner Home page. This includes classes, conferences, seminars, workshops or e-learning geared toward professional development or continuing education.

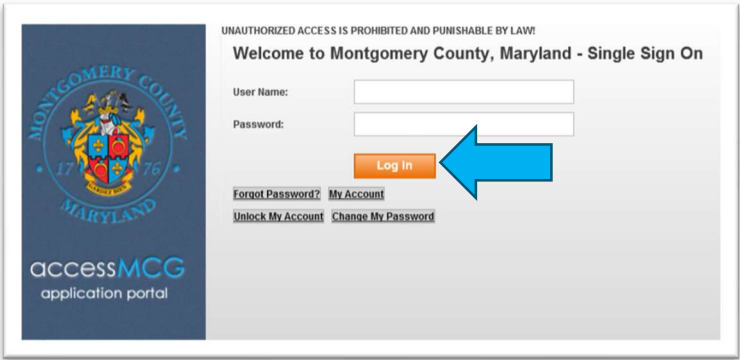

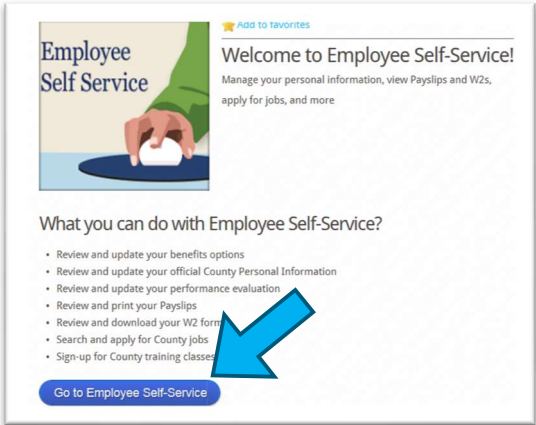
This record, which is available to your Supervisor, will provide a more comprehensive picture of the professional development opportunities you have pursued during the performance year.

### Additional Information

Although not required, you may also attach any certificate of completion or other documentation by having a scanned copy available when you are creating the External Learning Record.

### Questions

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

Step	Action	Visual
1.	<p>Go to the <b>AccessMCG ePortal</b>:  <a href="https://eportal.montgomerycountymd.gov">https://eportal.montgomerycountymd.gov</a>.</p> <p>Enter your MCG Network <b>User Name</b> and <b>Password</b>.</p> <p>Click <b>Log in</b>.</p>	
2.	<p>The <b>ePortal</b> menu will open.</p> <p>Click <b>Employee Self-Service</b>.</p>	
3.	<p><b>Employee Self-Service Welcome</b> page will open.</p> <p>Click on the blue <b>Go to Employee Self-Service</b> button.</p>	

4. **Employee Self-Service** will open.  
Click on **MCG HR Employee Self-Service**.

### Home

The screenshot shows the Home page with two main sections: Navigator and Worklist. The Navigator section has a 'Personalize' button and two links: 'MCG HR Employee Self-Service' and 'MCG HR iRecruitment Employee'. A blue arrow points to the 'MCG HR Employee Self-Service' link. The Worklist section has a 'Full List' button and a table with columns: From, Type, Subject, Sent, Due. The table contains the text 'There are no notifications in this view.' Below the table is a tip: 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

5. The **External Learning** link will appear below Learner Home.  
Click on **External Learning**.

The screenshot shows the MCG HR Employee Self-Service menu with three items: 'Learner Home' and 'External Learning'. A blue arrow points to the 'External Learning' link.

6. The **External Learning** screen will open.  
Click **Add**.

### External Learning

To enter a new external class, click Add.

The screenshot shows the External Learning form with the following fields: Employee Name (Holmes, Sherlock), Employee Number, Organization Email Address (noreply@mcgov.org), Business Group (Montgomery County MD), and an Add button. A blue arrow points to the Add button.

## 7. Create External Learning Screen.

Complete these fields:

**Title**

**Completion Date**

- Date Program was completed

**Duration**

**CEU Licensing Agency (if applicable)**

**Supplier**

- Enter the Sponsor of the Program

**Status**

- Attended or Incomplete

**Attachment**

- Add attachment (if applicable)

Click **Continue**.

### Create External Learning

Please enter the details of any completed or future external learning.

Employee Name **Holmes, Sherlock** Employee Number  
Organization Email Address [noreply@mcgov.org](mailto:noreply@mcgov.org) Business Group **Montgomery County MD**

\* Indicates required field

\* Title   
\* Completion Date   
Equivalent Course   
Duration   
Context Value   
CEU Licensing Agency   
Contact Hours   
Cost   
Comments   
Add Attachment

\* Supplier   
Location   
Training Type   
Status   
Score

## 8. External Learning Review screen will open.

Check to make sure information is correct.

If something needs changing

Click **Back**.

- **Correct the information.**
- Click **Continue**.

If no changes are needed

- Click **Submit**.

### External Learning: Review

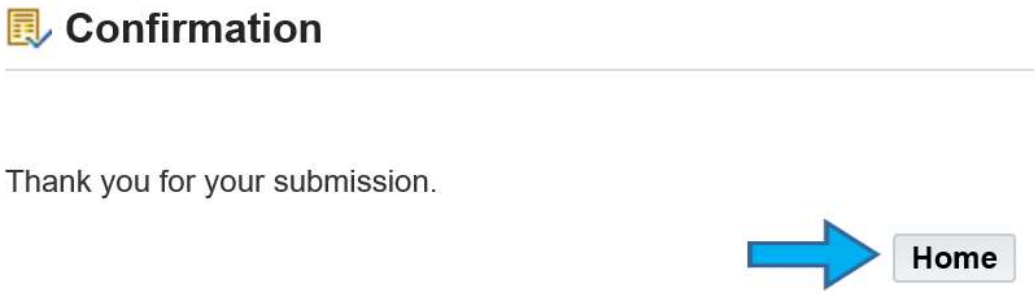
Employee Name **Holmes, Sherlock** Employee Number  
Organization Email Address [sherlock.holmes@montgomerycountymd.gov](mailto:sherlock.holmes@montgomerycountymd.gov) Business Group **Montgomery County MD**

REVIEW YOUR CHANGES BELOW. CLICK THE BACK BUTTON TO MAKE ADDITIONAL CHANGES. IF EVERYTHING IS CORRECT, CLICK SUBMIT.

Indicates Changed Items.

#### External Learning Review

	Proposed
Title	Investigation Services.
Supplier	Global Investigative Services, Inc.
Location	Downing Street.
Training Type	Instructor-Led
Status	Attended
Completion Date	30-Sep-2020
Score	100

<p>9.</p>	<p><b>Confirmation</b> screen will appear.</p> <p>Click <b>Home</b>.</p>	 <p>The screenshot shows a confirmation page with the heading "Confirmation" and a checkmark icon. Below the heading, it says "Thank you for your submission." On the right side, there is a blue arrow pointing to a button labeled "Home".</p>
<p>10.</p>	<p>Later, you will receive a <b>confirmation email</b>.</p>	<p><b>From:</b> MCG Oracle EBS &lt;<a href="mailto:ERP-EBS-NoReply@app.montgomerycountymd.gov">ERP-EBS-NoReply@app.montgomerycountymd.gov</a>&gt;  <b>Sent:</b> Wednesday, 30-Sep-2020 10:49:25  <b>To:</b> Holmes, Sherlock &lt;<a href="mailto:Sherlock.Holmes@montgomerycountymd.gov">Sherlock.Holmes@montgomerycountymd.gov</a>&gt;  <b>Subject:</b> For Your Information: External Learning Training has been created.</p> <p>From <b>Holmes, Sherlock</b>  To <b>Holmes, Sherlock</b>  Sent <b>30-SEP-2020 10:49:25</b>  ID <b>13988789</b></p> <p>Dear Holmes, Sherlock,</p> <p>Your External Learning "Investigation Services." has been created.</p> <p>This notification is for information only.</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](mailto:OLM.Admin@MontgomeryCountyMD.gov) or 240-777-5116.