MC MONTGOMERY COLLEGE

Access Required Trainings in MC Learns from MyMC
Workday Job Aid for Employees

Overview

Use this job aid as a resource to access required training in MC Learns by going through MyMC. Also, access to the list of required training.
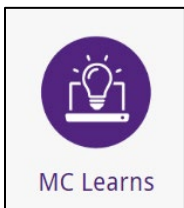
Accessing MyMC

To access your required training in MC Learns, you must first access MyMC. There are two ways that you can access the required training.
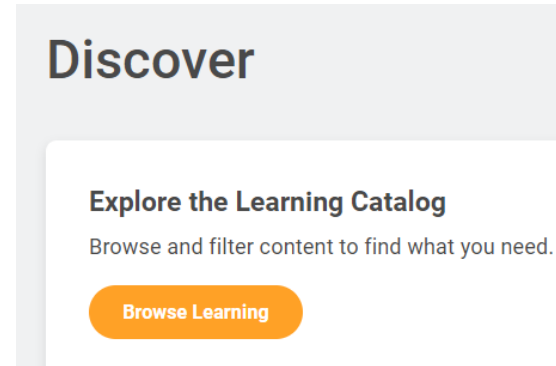
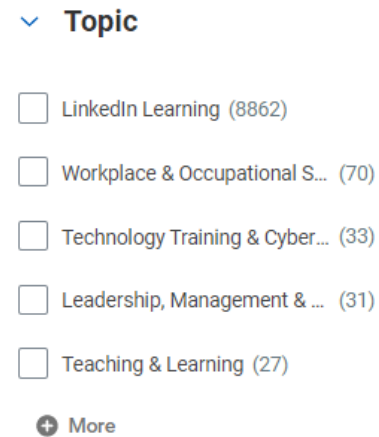1. Log in to MyMC. Click on **Training and Professional Development**.

2. In the Professional Development section, click on the **MC Learns** icon.

3. The Learning Home page appears. In the Learning section, click **Discover.** On the Discover page click **Browse Learning.**

Discover

Explore the Learning Catalog
Browse and filter content to find what you need.

Browse Learning

4. The Current Search menu on the left allows you to filter and search the course list. Click on **Topic.** You many need to click **+More** and then click **Required Training** from the list. The required trainings will appear on the right.

∨ **Topic**

☐ LinkedIn Learning (8862)

☐ Workplace & Occupational S... (70)

☐ Technology Training & Cyber... (33)

☐ Leadership, Management & ... (31)

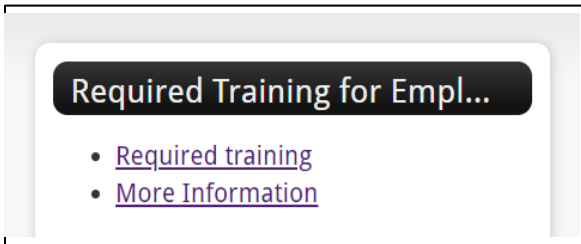☐ Teaching & Learning (27)

⊕ More

Listing of Required Training

1. Log in to MyMC. Click on **Training and Professional Development**.

2. Scroll down to the Required Training for Employees section.
   Click the **Required training** link.

3. The Training page appears and lists the Collegewide Online Required Training.