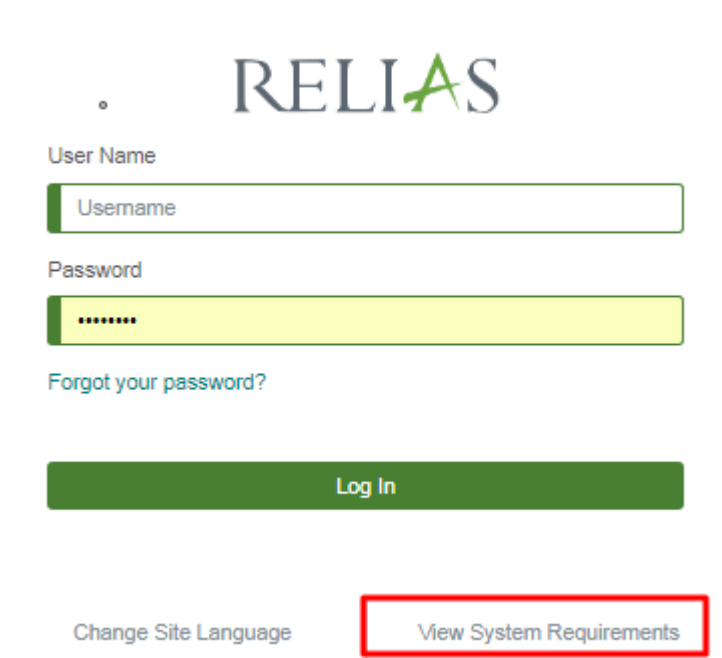# Learner Quick Guide

Description

The Relias Platform is designed to work on any Windows Operating System. Relias officially supports Internet Explorer version 11. Earlier versions of Internet Explorer and other browsers may work well for general functions but are not officially supported. **Google Chrome is recommended for optimal performance.**

To access your Relias Platform training account, go to your organization's training website by typing the URL (site address) into the address bar of your web browser.

For example: https://YourOrgName.training.reliaslearning.com .

You can also log in on the universal log in page: https://login.reliaslearning.com. You may be asked for your Organization ID here, to route you to the correct profile.

You may read our log in help articles in the Learner Support Portal, if you are not familiar with the log in process, or need further assistance.

To see if your installed software meets Relias Platform's system requirements, click on the +View System Requirements link below the Log In box to view Recommended v. Supported software. To upgrade your software, click on the link in the Supported column.

Understanding the Interface

Dashboard

If your company has enabled gamification, you will see your crest with total coins earned. You can also access your Store to redeem your coins, and gift others. You may learn more about gamification by reading the referenced article.

Your **Upcoming Assignments** will show on the Dashboard as well, displaying the modules due soonest. For a full view of all Assignments, please go to the Assignments tab.
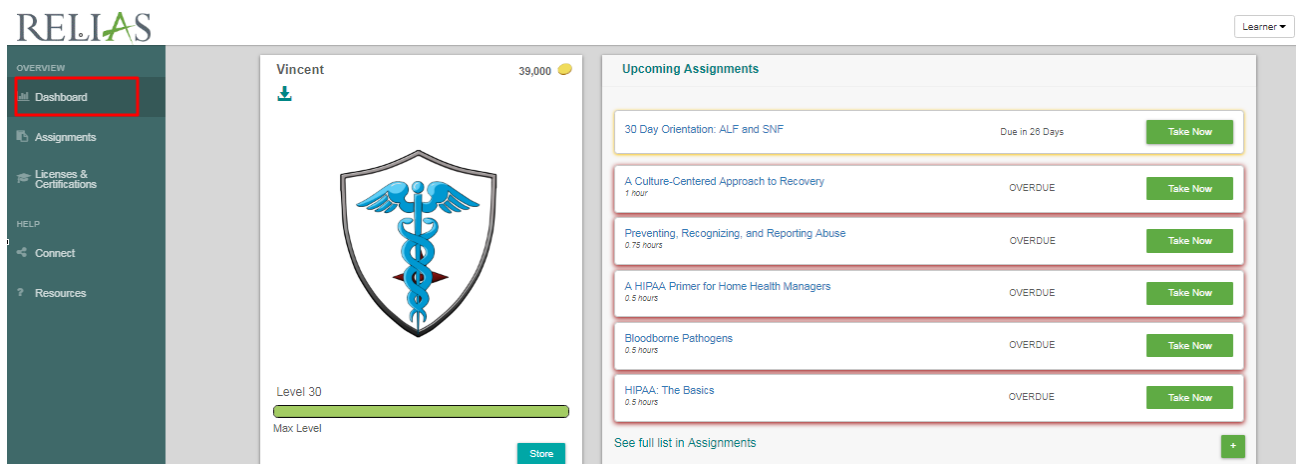
Assignments: Learning & Transcript

The **Assignments** page is the main screen you will use for accessing training within the Relias Platform. This page is divided into two main tabs: Learning and Transcript.
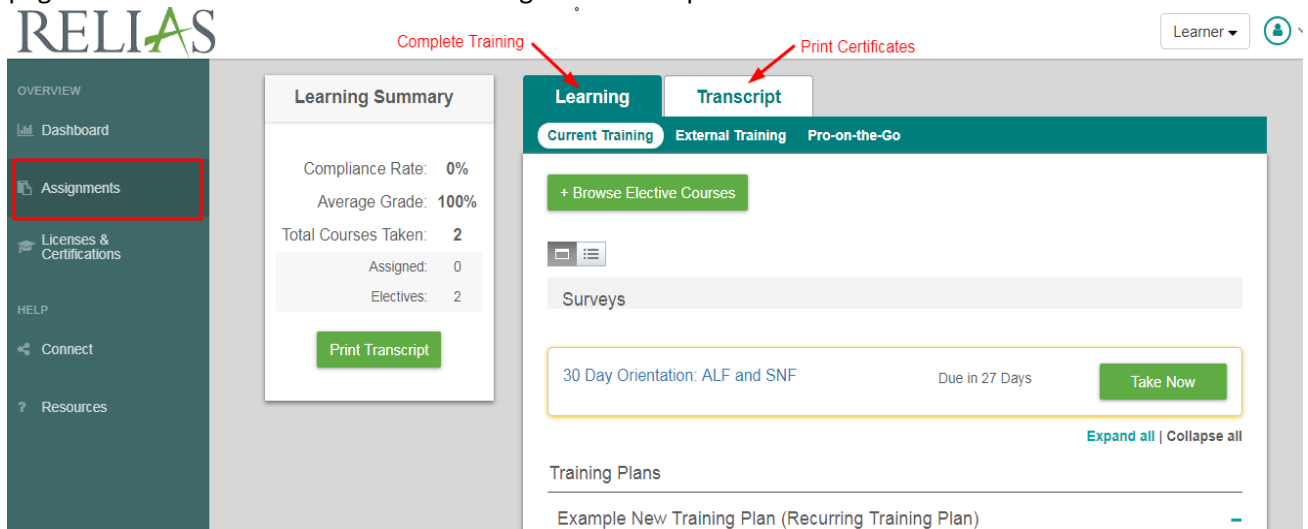
Current Training – Under the Learning tab is the Current Training tab. This contains assigned and elective coursework that have not been completed yet.

Many of the trainings on your Current Training page are grouped into training plans. Training Plans are groups of trainings that have been assigned to you by your organization. To ensure that training is completed on time, please be aware of the following highlights; Assigned coursework that is coming due soon is highlighted in yellow, and assigned coursework that is overdue is highlighted in red.

If your company has enabled the feature, you may enter in External Training, from your Learning tab.

Transcript – This tab holds all your completed module types and any external training that may have been added. You may print certificates of completion from your Transcript, and use the "All Licenses & Certificates" filter to see which completions apply for CE Credit.

Please see this article if you need further assistance on adding and managing your Licenses & Certifications

My Learning Summary – This box will be available in any tab under the **Assignments** page. Your compliance rate is displayed (courses taken on time), average grade (final exam grade); the total number of courses completed (late or on time) and then assigned & elective amounts.

The My Learning Summary will reset each quarter. Any assigned or elective courses that does not carry a due date will not be included in the compliance rate.

You may also print a Transcript of your course completions. Please note *this transcript is a full list of all completions*.   You will not be able to determine CE Credit or accreditation by printing your complete transcript. Learners must go to the Transcript tab, filter by license/certificate and print the module's individual certificate to determine accreditation information.

Please note: Due to your organization's site settings, you may not have all the features as depicted in the screenshots. If you have more than one user role assigned, you must be in the Learner role to take and complete coursework.

Searching & Enrolling in Elective Coursework

If you wish to take an online course or live training that is not assigned to you, click the **"+ Browse Elective Courses"** button located under your **Current Training** tab.

If you do not have the Browse Elective Courses option, it means your organization has disabled that feature. Please contact your organization's Relias Administrator.

You may search by any combination of course filters including Keywords, Course Topics, or Licenses & Certifications. The Keyword search will return all courses that contain the entered keyword(s) in either the course title or description. Additional search filter options are available under the "+Filters" button.

If you have previously entered your professional license or certification information into the **Licenses & Certifications** tab in the Relias Platform, you will be able to filter and search for Continuing Education (CE) courses according to the license or certification you entered. The **Licenses& Certifications** filter will provide your entries at the top of the filtered list, and this will allow you to search for courses based on your professional license or certification

If you have not entered in your professional license or certification, you are still able to search for CE courses by choosing the certificate and corresponding accrediting body under the same filter, "All Certificates" section

To enroll in your chosen elective training, click the "Enroll" button. Elective coursework will appear at the bottom of your **Current Training** page. Elective trainings do not have due dates and may be completed at any time.

Licenses & Certifications

It is important to add your professional license or certification to your Relias Platform account for the following reasons:

1. It allows you to search for CE courses according to your professional license or certification

2. It ensures you will be able to filter your completions in the **Transcript** tab and access the correct certificate of completion for your completed CE training

3. Relias Learning does assist with reporting CE completions to *certain* accrediting bodies. To take advantage of direct reporting, your professional license or certification information, including professional license number and renewal date*, **<u>must be entered into the system correctly at the time of your course completion.</u>***

Adding Your License or Certification

To add your professional license or certification into your Relias Platform account, select the Licenses & Certifications tab located in the left navigation bar. On the My Licenses and Certifications page, click the "+ Add My License or Certification" button and fill out the required fields. Once your professional license or certification information has been selected and properly filled out, the Relias Platform will display the board name and various CEU resources at the bottom of that page.

If you do not have a professional license or certification, please select 'General Staff / Other' in the Professional Role dropdown.

These displayed CE resources correspond to your license or certification, and can be accessed at any time in the future as well. You can view the Board Name, Accepted CEU Approval, Board's Website, and links to the Board's CE Regulation site. To display this information again later, click "edit" to display the details for the license or certification entry.

My Licenses & Certifications

+ Add My License or Certification

State	Type	Number	Renewal	Renewal Period	Hours	Reminder	
Florida	Licensed Practical Nurse	LPN12345	12/31/2020	12 month(s)		No Reminder	Edit
North Carolina	Licensed Practical Nurse/ Licensed Vocational Nurse	L12345	4/30/2019	12 month(s)		No Reminder	Edit

Navigating Through an Online Course

To access an online course, click on the green 'Take Now' button or click on the course title from your Current Training page. You will be presented with the course content which is broken down into individual lessons, exam(s), and an evaluation.

To access a course lesson, select the Start (or Continue) button to launch the course content. Once you have finished a lesson, you may proceed to the next section until you have completed all parts of the course. There are many courses that are programmed to have the exam unlock only after the lesson has been completed in full.
If you have difficulty getting the exam to unlock, please see our Learner Support Portal for troubleshooting assistance.

To print a certificate, you must successfully complete the final exam *and course evaluation.* Completing and passing the final exam may qualify your course as "complete", but will not allow you to print the completion certificate.

Printing Continuing Education Certificates & Certificates of Completion

To print a CE certificate or certificate of completion, navigate to your **Transcript** tab located under **Assignments** page. From your **Transcript**, you can see all completed coursework, including the course title, final exam grade, due date, and completed date. The certificate icon located beside the course title allows you to print a certificate for that course.

If you need to print a certificate for a course and have not completed the course evaluation, you will see a "Complete Evaluation" button that will take you to the course evaluation. *Please note that Relias requires you to complete a course evaluation to obtain any type of completion certificate (CE or No CE).*

Abuse 2.25 hours Complete Evaluation		88	11/30/2015	1/9/2016

If you do not need CE credit for a course or if the course does not offer CE credit, you are able print a "Certificate of Completion (no CE credit)". If you have previously entered your professional license or certification information, the **Print Certificate** page will be prepopulated with information needed to print or email a CE certificate for your license or certification. If you have more than one license or certification entered in the Relias Platform, you are able to select multiple license(s) or certificate(s) you would like to print or email a certificate for. This should correspond with the Professional License or Certification you hold.

Print Certificate

Learner Information
Please verify that all information is correct.

Name *

Amy Andrews

Mailing Address *

123 Street Rd

City *

Tallahassee

State/Province *

FLORIDA

Zip/Postal Code *

32301

Phone Number *

805-123-4567

Email

andrews@testsite.org

Print Certificate

Email Certificate

Cancel

Once you have selected the correct certificate you would like to print, click the Print Certificate button.

Your pop up blocker must be off for the Print Certificate function to work

If you do not want to print your certificate, you can opt to email your certificate to any email address.

If you do not have professional license or certificate information filled out, you will be prompted to click the "Manage License(s)/ Certifications" link to fill out required license or certification information, or you may bypass this and print a Certificate of Completion (no CE credit).

If you need to show an approval number or provider number on the certificate, you must choose the correct license and certificate to print.