

## Learner Quick Guide

### Description

The Relias LMS is designed to work on any Windows Operating System using Internet Explorer version 10.0 and higher. 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 RLMS 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: <http://YourOrgName.training.reliaslearning.com>

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

Category	Recommended	Detected
Web Browser	<a href="#">Internet Explorer 10 and higher</a>	Chrome52
Operating System	<a href="#">Windows</a>	Windows
Javascript	<a href="#">Enabled</a>	Enabled
Adobe Flash	<a href="#">Version 7 and higher</a>	Enabled
Adobe Reader	<a href="#">Version 9 and higher</a>	Chrome PDF Viewer

Will work in all situations  
Will work in most situations but are not officially supported  
Will work in most situations but may cause problems on certain advanced features

You can upgrade your system to current standards by clicking on the links in the Recommended column.

[+ View System Requirements](#)

C

## Understanding the Interface

### My Learning: Current Training & Transcript

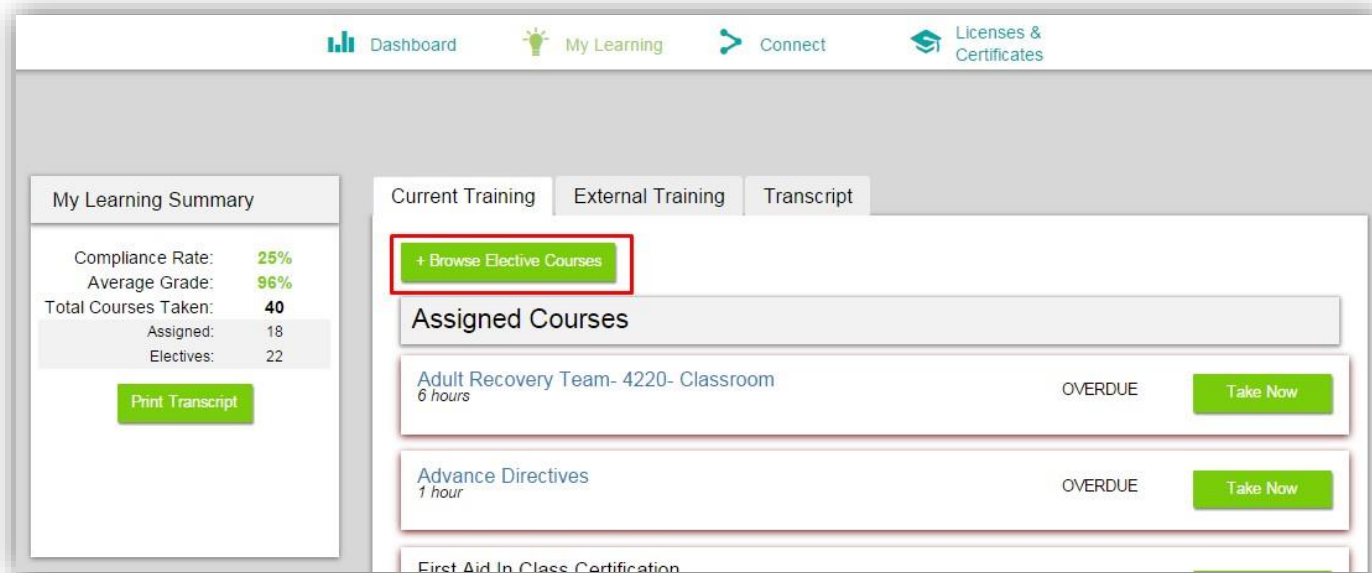
The My Learning page is the main screen you will use for accessing training within the RLMS. This page is divided into two main tabs: Current Training and Transcript. Assigned and elective coursework will appear on your Current Training tab. The Transcript tab holds all of your completed courses and events. You may print certificates of completion from your Transcript, as well as print a comprehensive transcript of all completed training.

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.

***\*\*Please note: Due to your organization's site settings, you may not see a Dashboard tab as depicted in the screenshots below.***

### Searching & Enrolling in Elective Coursework

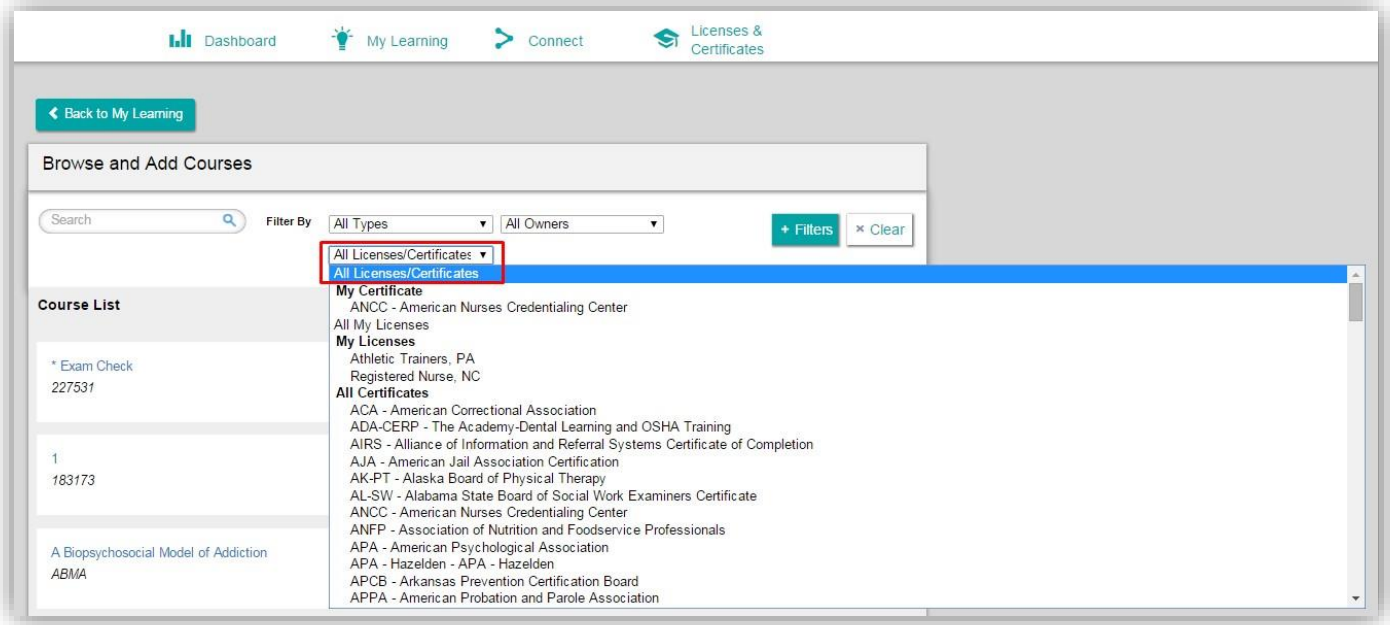
If you wish to take an online course or live training that is not assigned to you, click the "+ Browse Elective Courses" button located on your Current Training page.



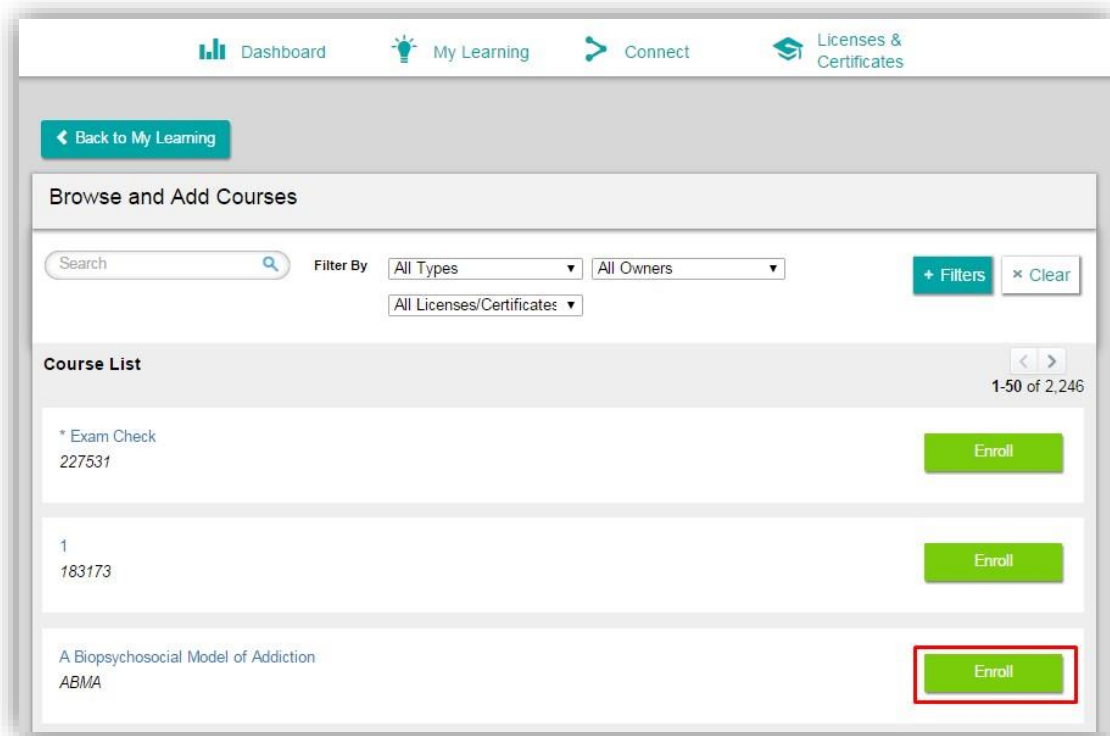
You may search by any combination of course filters including Keywords, Course Topics, or Licenses & Certifications. The Keyword search will return all courses that contain the entered keyword(s) in either the course title or description. Additional search filter options are available under the "+Filters"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

If you have previously [entered your professional license or certification information into the Licenses & Certifications tab of the RLMS](#), searching for Continuing Education (CE) courses according to your license or certification is an easy task. The 'All Licenses & Certifications' filter will allow you to search for courses based on

your professional license or certification. If you have not entered your professional license or certification, you are still able to search for CE courses by certificate and corresponding accrediting body using the 'All Licenses & Certifications' filter.



To enroll in an 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 RLMS account for the following reasons:

- It allows you to search for CE courses according to your professional license or certification
- It ensures you are able to access the correct certificate of completion for your completed training
- Relias Learning does assist with reporting CE completions to *certain* accrediting bodies. In order to take advantage of direct reporting, your professional license or certification information, including professional license number and renewal date, must be entered into the system *correctly*.

## Adding Your License or Certification

To add your professional license or certification into your RLMS account, select the Licenses & Certifications tab located in the 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 RLMS will display the board name and various CEU resources that correspond to your license or certification.

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

**State & License or Certification**

Professional Role \*  
Nursing (RN, LPN, LVN, ARNP)

State \*  
North Carolina

License/Certification \*  
Registered Nurse

**License or Certification Details**

Total Hours Required: 40.00

Total Online Hours Accepted: 15.00

Renewal Period \*: 24 months

Reminder: 4 weeks

Professional Number \*: 123456

Next Renewal Date \*: 8/31/2016

- Board Name  
North Carolina Board of Nursing
- Accepted CEU Approval  
ANCC
- Board Website  
<http://www.ncbon.com/>
- CEU Regulations  
<http://www.ncbon.com/content.aspx?id=398&linkidentifier=id&itemid=398>

Delete License Cancel Save

## 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. In order to print a certificate for CE's, you must successfully complete the final exam and course evaluation.

Dashboard
My Learning
Connect
Licenses & Certificates

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## Confidentiality and HIPAA

1.25 hours + More Properties  
EL-CONF/HIPAA-COMP-0

### Lessons and Exams

Start Confidentiality and HIPAA

Start Final Exam

### Evaluation and Certificates

Complete Evaluation
Print Certificate

For Questions on:  
Exam  
Evaluation  
Certificate  
Click "Help" in top right.

For Questions on:  
Course content  
Email instructor

### Available Certificates

Name	Credit Hours
<i>NV-POST</i> Nevada Commission on Peace Officers' Standards & Training	1.00

## Printing Continuing Education Certificates & Certificates of Completion

In order to print a CE certificate or certificate of completion, navigate to your Transcript page located under the My Learning tab. From your Transcript, you are able to 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 Learning requires you to complete a course evaluation in order to obtain a CE certificate or certificate of completion.

# RELIAS || LEARNING

The screenshot displays the RELIAS Learning web application. At the top, there is a navigation bar with links for Dashboard, My Learning, Connect, and Licenses & Certificates. The main content area is divided into two columns. The left column contains a 'My Learning Summary' box with statistics: Compliance Rate (25%), Average Grade (96%), Total Courses Taken (40), Assigned (18), and Electives (22). Below this is a 'Print Transcript' button. The right column has tabs for 'Current Training', 'External Training', and 'Transcript', with the 'Transcript' tab selected. Under the 'Transcript' tab, there is a 'Completed Courses' section with a search bar and filter options. A table lists completed courses with columns for Course Name, Grade, Due Date, and Completed Date. The first three rows are 'Exam Check' courses, each with a 'Complete Evaluation' button. The fourth row is a course titled '1' with a '1 hrs' duration and a '100%' grade. The fifth row is 'A Biopsychosocial Model of Addiction' with a '1 hrs' duration and a '100%' grade. The bottom of the page shows 'Page 1 of 1'.

Dashboard My Learning Connect Licenses & Certificates

My Learning Summary

Compliance Rate: 25%  
Average Grade: 96%  
Total Courses Taken: 40  
Assigned: 18  
Electives: 22

Print Transcript

Seals Unlocked

Completed Courses

Search Filter By All Types Show All Trainings + Filters x Clear

Completed on Rang All Licenses/Certific Specify Dates... Apply Clear

	Grade	Due Date	Completed
* Exam Check 1 hrs Complete Evaluation	100%		9/10/2015
* Exam Check 1 hrs Complete Evaluation	100%		9/8/2015
* Exam Check 1 hrs Complete Evaluation	100%		9/2/2015
1 1 hrs	100%		9/10/2015
A Biopsychosocial Model of Addiction 1 hrs	100%	8/31/2013	9/10/2013

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If you do not need CE credit for a course or if the course does not offer CE credit, you are able to 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 a CE certificate for your license or certification. If you have more than one license or certification entered into the RLMS, you are able to select which license(s) or certificate(s) you would like to print a certificate for. Once you have selected the correct certificate you would like to print, click the Print Certificate button.

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



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## Print Certificate

### Learner Information

Please verify that all information is correct.

**Name \*****Mailing Address \*****City \*****State/Province \*****Zip/Postal Code \*****Phone Number \*****Email**[Print Certificate](#)[Cancel](#)

### Certificate Information

[Manage License\(s\)/Certification\(s\)](#)**License(s)/Certification(s)****Certificate(s)**

*Please note that you will only be able to print certificates approved for this module and your selected license(s)/certification(s).*

*Note: The certificate will appear in a pop-up window. Please disable any popup blockers before proceeding or hold down the CTRL key while clicking the Print Certificate button to bypass any blockers.*