

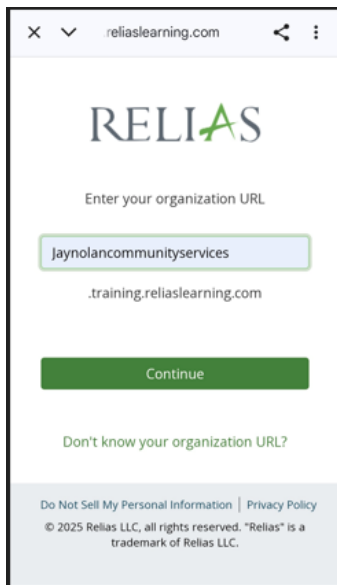
Quick Start Guide for the Relias Platform - Browser

Everything you need to know about the Learner Role

ACCESSING YOUR ACCOUNT

To assess 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://jaynolancommunityservices.training.reliaslearning.com>



¹You can also login in on the universal log in page: <https://login.reliaslearning.com>. You may be asked for your Organization URL (jaynolancommunityservices) or Organization ID here ([31048](#)), to route you to the correct profile.

If you do not know the organization URL, please click “Don’t know organization URL?” to access the username and password page.

If you are not familiar with the log in process, or need further assistance, there are several resources available in the **How-to-Manual**.

You may read our login help article or reset your password article in the **Getting Started in Your Learner Role** section.

¹ This is the easiest way to log in to your account.

WHICH OPERATING SYSTEM TO USE WHEN ACCESSING THE RELIAS PLATFORM

The Relias Platform is designed to work on any Windows Operating System. Relias officially supports Microsoft Edge and Google Chrome. Earlier versions of Google Chrome or Microsoft Edge may work well for general function but are not officially supported. **Google Chrome is recommended for optimal performance.**

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.

RELIAS

User Name

Password

[Request Help](#)

Log In

[Change Site Language](#)

[View System Requirements](#)

To upgrade your software, click on the link in the Supported column.

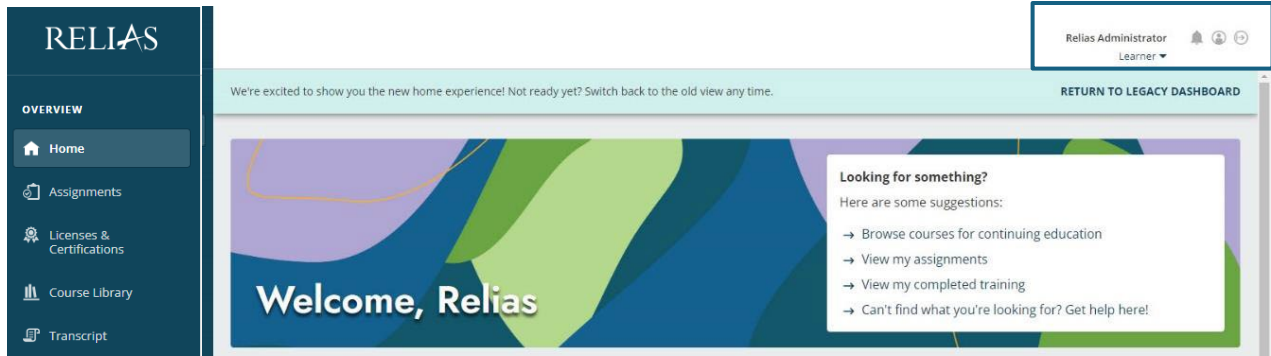
System Requirements

Status	Supported	Detected
Web Browser	Edge, Chrome	Edge 96 ✓
Adobe Reader	Version 9+	Chrome PDF Viewer ✓

- ✓ Will work in all situations
- ⓘ Not officially supported
- ✘ May cause problems on certain features

[Change Site Language](#) [View System Requirements](#)

HOW TO ACCESS ANNOUNCEMENTS, ACCOUNT SETTINGS, AND LOG OUT



View Announcements

To access Announcements, select the bell icon located next to your name. Announcements contain important system updates, reminders, and organizational notifications.



Open My Account

Click the person icon with a circle to open My Account.

In My Account, you can edit and manage the following:

- Username
- Password
- Security questions
- Email address
- Phone number
- Address
- Site language preference

Additional Information in My Account:

- View your Organization ID ([31048](#))
- Review of Relias' Privacy Policy



Log Out of the System

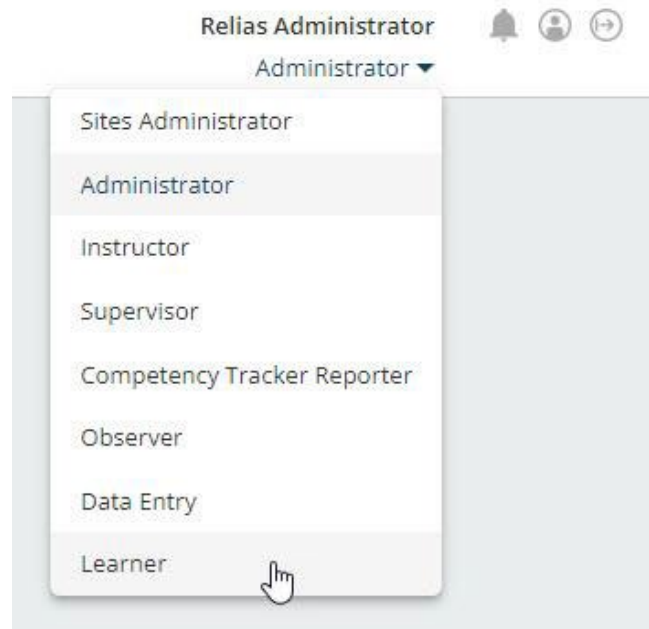
To formally log out, select the arrow icon inside a circle pointing to the right.

THE LEARNER ROLE

The Learner Role is the role you will use to complete all course assignments. Everyone has a Learner role, even if you are a Supervisor, Instructor, or Administrator in the Relias Platform.

Once you have successfully logged into your Relias training site, the Relias Platform will apply the highest permissions you have. In other words, if you are a Supervisor, you will default to your Supervisor role immediately upon logging in.

To access your Learner role, you will simply toggle using the drop down at the top right of your Relias site, next to the person icon.



UNDERSTANDING THE INTERFACE

Home

The Home page highlights relevant information and links to help you stay in compliance with your training. Once logged in, you will see a personalized welcome message on the Home page along with a few helpful features.

Stay up to date with your required training by seeing the number of assignments that are overdue or coming due soon with the **Due Date Widget**. Clicking on one of the tiles will open the Assignments page filtered to the modules within that due date range.

The **Recent Activity Widget** allows you to resume modules you have already started. Click the arrow to scroll through the widget and click **VIEW ALL** to go to the Assignments page.

The screenshot displays the RELIAS Home dashboard. On the left is a dark blue sidebar with the RELIAS logo and navigation links under 'OVERVIEW' (Home, Assignments, Licenses & Certifications, Course Library, Transcript, Rewards) and 'RESOURCES' (Help, Policies & Procedures). The main content area features a teal header with the user's name 'Relias Administrator' and role 'Learner', and a 'RETURN TO LEGACY DASHBOARD' link. Below the header is a large banner with a colorful abstract background, a 'Welcome, Relias' message, and a 'Looking for something?' section with suggestions: 'Browse courses for continuing education', 'View my assignments', 'View my completed training', and 'Can't find what you're looking for? Get help here!'. The 'Stay up to date with your required training!' section contains four tiles: 'Overdue!' with a red '4', 'Due within 7 days' with a yellow '0', 'Due within 30 days' with a green '0', and 'Due within 90 days' with a green '17'. The 'Recent Activity' section shows three course cards: 'Infection Control and Prevention' (1h, Dec 31, 2022), 'Autism Spectrum Disorder Across the Li...' (2h, Dec 31, 2022), and 'Special Diets and Disease Management' (1h, Dec 31, 2022), each with a 'Resume' button. A 'VIEW ALL' button is highlighted with an orange box in the bottom right corner of the dashboard area.

Assignments

The [Assignments page](#) is the main screen you will use for accessing training within the Relias Platform.

The screenshot displays the 'Assignments' page in the Relias Platform. On the left is a dark blue navigation sidebar with options like 'Home', 'Assignments', 'Licenses & Certifications', 'Course Library', 'Transcript', 'Rewards', 'Help', and 'Policies & Procedures'. The main content area is titled 'Assignments' and has two tabs: 'All Modules' (selected) and 'Training Plans'. Below the tabs are filter buttons: 'All' (selected), 'Overdue', 'Due within 7 days', 'Due within 30 days', 'Due within 90 days', and 'No due date'. A search bar and a 'Sort By' dropdown (set to 'Due Date') are also present. The list shows three assignments, each with a duration icon, a media type icon, and a 'Start' or 'Resume' button. The first assignment is 'Alzheimer's Disease and Related Disorders: Communication' (1h, Audio, Due Jun 30, 2023) with a green 'Start' button. The second is 'Infection Control and Prevention' (1h, Audio, Due Jun 30, 2023) with a dark blue 'Resume' button. The third is 'Accident Prevention and Management' (45min, Audio, Due Jun 30, 2023) with a green 'Start' button. Each item has a 'VIEW MORE' link.

All Modules – This view contains assigned and elective coursework that have not been completed yet. You can filter your assignments by selecting one of the following options.

- All
- Overdue
- Due within 7 days
- Due within 30 days
- Due within 90 days
- No due date

This is a close-up of the filter buttons from the screenshot above. The buttons are: 'All' (with a checkmark and highlighted by a red box), 'Overdue', 'Due within 7 days', 'Due within 30 days', 'Due within 90 days', and 'No due date'.

In addition, the Sort By drop-down will order your assignments by earliest due date or alphabetically by title, and a Search bar will help you find assignments by title or key words. You can use the **Print Assignments** button to save or print a copy of your assignments list.

The screenshot shows the 'Assignments' page with the following elements:

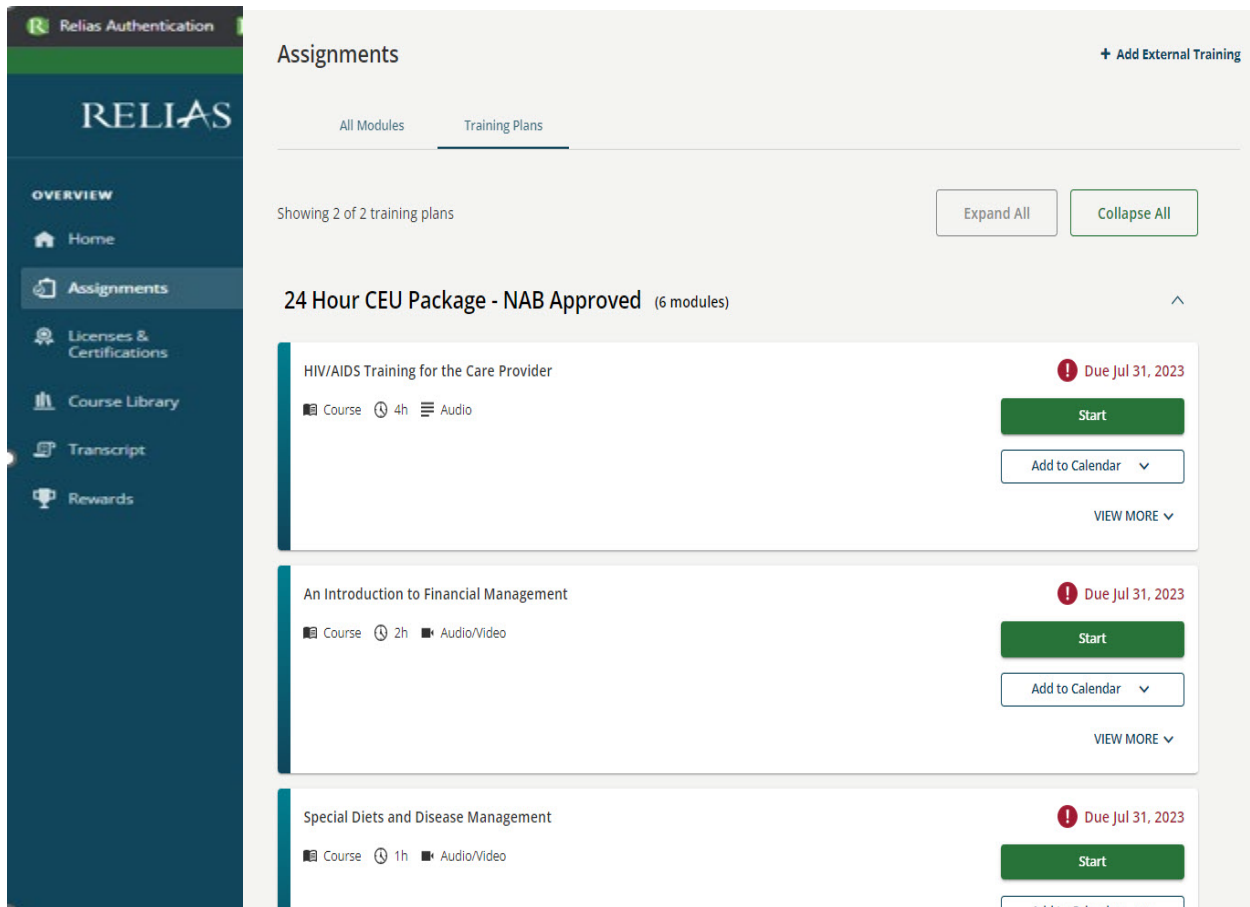
- Navigation tabs: 'All Modules' and 'Training Plans'.
- Filter buttons: 'All' (selected), 'Overdue', 'Due within 7 days', 'Due within 30 days', 'Due within 90 days', and 'No due date'.
- Print button: 'Print Assignments'.
- Status: 'Showing 9 of 9 assignments'.
- Sort By: 'Due Date'.
- Search bar: 'Search Assignments'.
- Assignment 1: 'Sample Live Event', Live Event, 9h, Conference Room, Tuesday, May 4, 2021 8:00 AM - 9:00 AM EDT. Due Aug 16, 2021. Buttons: Resume, Add to Calendar.
- Assignment 2: 'Relias Platform Introduction', Live Event, 1h. Due Nov 30, 2023. Buttons: Select Session, Add to Calendar, VIEW MORE.
- Assignment 3: 'AIRS: An Overview for Resource Specialists', Course, 1h, Text. Due May 31, 2025. Button: Start.

Adding your assignments to your digital calendar can be a great way to set aside focus time to work on completing them. Since you are adding it to your schedule, you can choose the time and day for working on the assignment. To add focus time to your calendar, use the **Add to Calendar** menu below each assignment to add a reminder to your Apple, Google, Outlook, or other digital calendar.

The screenshot shows the 'Add to Calendar' dropdown menu with the following options:

- Start
- Add to Calendar (selected)
- Apple Calendar
- Outlook
- Google Calendar
- Yahoo! Calendar
- Generic .ics file

Training Plans – This view contains incomplete assigned coursework grouped by training plans. Training Plans are groups of training that have been assigned to you by your organization. You can navigate through the courses of training plans by expanding and collapsing plans.

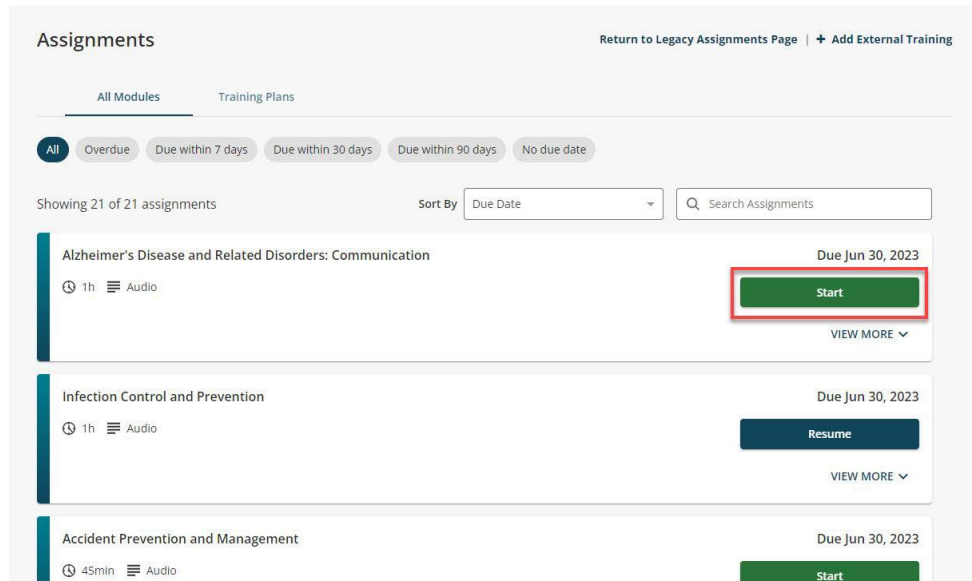


If your organization has enabled External Training, you can add external training records at the top of the Assignments page or Transcript pages.

NAVIGATING THROUGH AN ONLINE COURSE

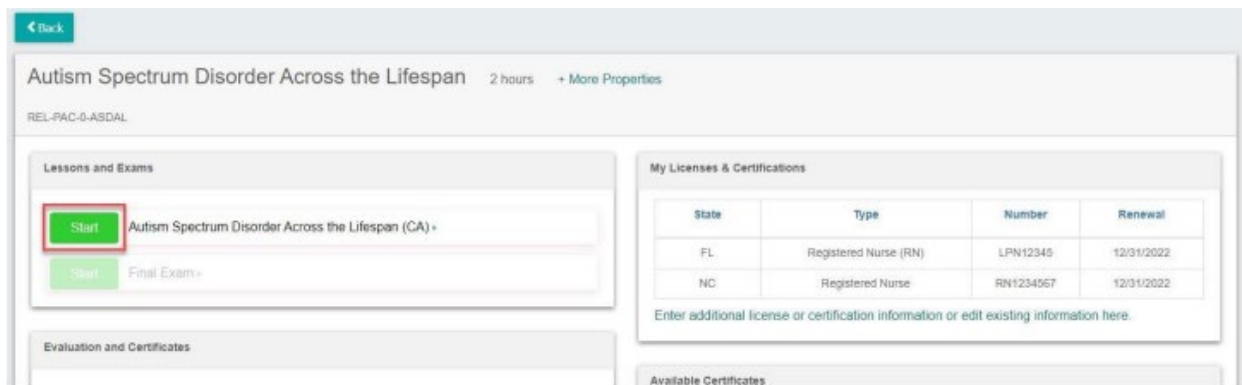
To access an online course, click on the green 'Start' button or click on the course title from your Assignments tab.

Next, you will be presented with the course content which is broken down into a lesson, exam, and an evaluation. There may be multiples of each.



The screenshot shows the 'Assignments' page with a list of three assignments. The first assignment, 'Alzheimer's Disease and Related Disorders: Communication', has a green 'Start' button highlighted with a red box. The second assignment, 'Infection Control and Prevention', has a dark blue 'Resume' button. The third assignment, 'Accident Prevention and Management', has a green 'Start' button. The page includes filters for 'All', 'Overdue', 'Due within 7 days', 'Due within 30 days', 'Due within 90 days', and 'No due date'. It also shows 'Showing 21 of 21 assignments' and a 'Sort By' dropdown set to 'Due Date'. A search bar is present with the text 'Search Assignments'.

To access a course lesson, select the Start (or Resume) 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 unlocked only after the lesson has been completed in full.



The screenshot shows the course page for 'Autism Spectrum Disorder Across the Lifespan' (2 hours). The page is divided into sections: 'Lessons and Exams', 'My Licenses & Certifications', and 'Evaluation and Certificates'. In the 'Lessons and Exams' section, there are two items: 'Autism Spectrum Disorder Across the Lifespan (CA)' and 'Final Exam', both with green 'Start' buttons. The 'My Licenses & Certifications' section contains a table with the following data:

State	Type	Number	Renewal
FL	Registered Nurse (RN)	LPN12345	12/31/2022
NC	Registered Nurse	RN1234567	12/31/2022

Below the table, there is a link: 'Enter additional license or certification information or edit existing information here.' The 'Evaluation and Certificates' section is partially visible at the bottom.

To complete your assignment, you must successfully **finish both the final exam and the course evaluation**. Passing the final exam may allow your course to be marked as "complete."

PRINT MY CERTIFICATE

You can view your completed assignments by selecting **Transcript** from the menu on the left-hand navigation bar.

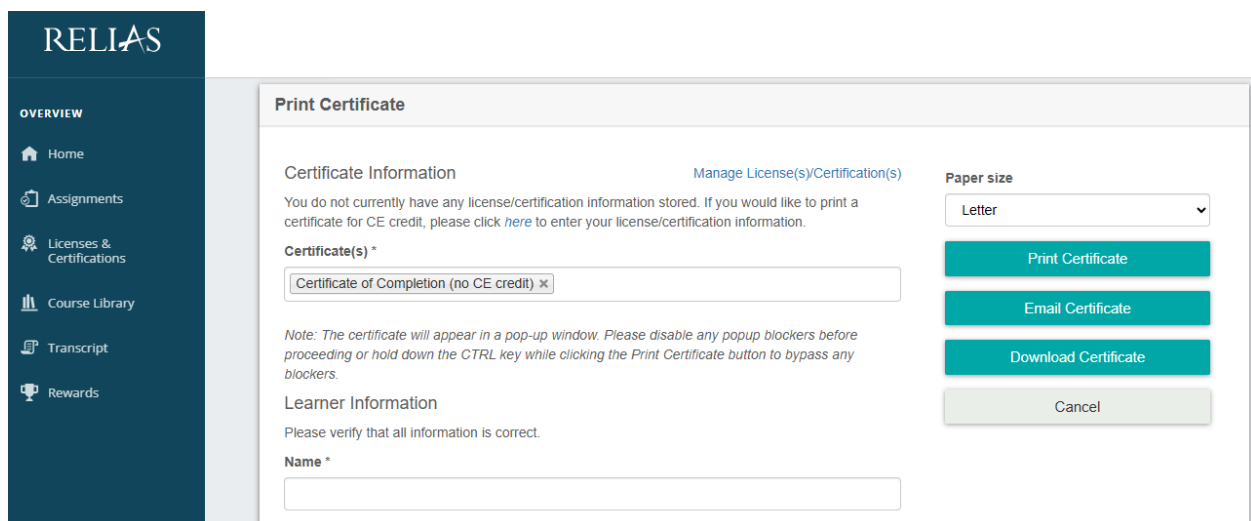
Within your Transcript, you will find all completed coursework, including the course title, final exam grade, due date, and completion date.



The screenshot shows the RELIAS interface with a dark blue sidebar on the left containing navigation options: OVERVIEW, Home, Assignments, Licenses & Certifications, Course Library, Transcript (highlighted), and Rewards. The main content area displays a table with the following data:

Title	Hours	Action	Grade	Completed Date ↓
RAMP: Reporting	1 hour	Get Certificate	100%	Feb 10, 2026
Verbal Behavior Intervention	1.5 hours	Get Certificate	100%	Feb 10, 2026
Preventing Problem Behavior	2 hours	Get Certificate	100%	Feb 7, 2026
Generalizing Behavior	1 hour	Get Certificate	100%	Feb 5, 2026
Fading Procedures	1 hour	Get Certificate	100%	Jan 23, 2026
Shaping Behavior	1 hour	Get Certificate	100%	Jan 23, 2026
Chaining Behavior	1 hour	Get Certificate	100%	Jan 23, 2026
Maintaining Behavior	1 hour	Get Certificate	100%	Jan 23, 2026

The [Get Certificate](#) link next to each course title allows you to print the certificate for that course.



The screenshot shows the RELIAS interface with the 'Print Certificate' form. The sidebar on the left is the same as in the previous screenshot. The main content area is titled 'Print Certificate' and contains the following sections:

- Certificate Information**: Includes a link to 'Manage License(s)/Certification(s)'. A message states: 'You do not currently have any license/certification information stored. If you would like to print a certificate for CE credit, please click [here](#) to enter your license/certification information.'
- Certificate(s) ***: A dropdown menu showing 'Certificate of Completion (no CE credit) x'.
- Learner Information**: A message says 'Please verify that all information is correct.' Below it is a 'Name *' field with an empty input box.
- Paper size**: A dropdown menu set to 'Letter'.
- Buttons**: Three teal buttons labeled 'Print Certificate', 'Email Certificate', and 'Download Certificate', and a grey 'Cancel' button.

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.