

Learner Guide: Relias Platform

Upgrade & Platform Review

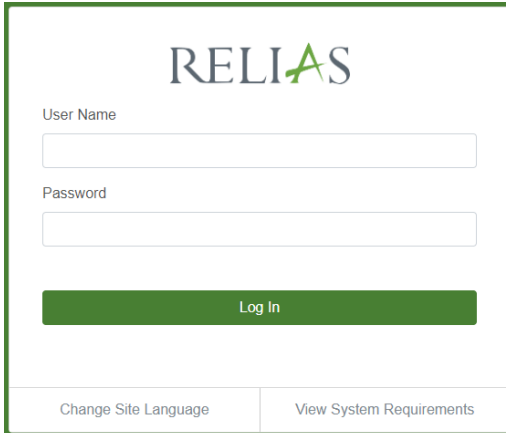
In 2018, CE Direct was acquired by Relias, a healthcare education provider dedicated to enhancing training and outcomes for more than 10,000 clients across the continuum of care. Since then, Relias has been investing in our flagship platform and learning management system, the Relias Platform, to make a new home for the Learner Experience Platform. Starting in 2022, all clients using CE Direct will be upgraded to Learner Experience on the Relias Platform.

WHAT IS AN UPGRADE?

The Relias Platform, has the same functionality and courses as CE Direct with improved features and updated content. We are upgrading your organization to the Relias Platform, and after you upgrade, you will exclusively use Relias to take courses, not CE Direct. Once you upgrade, you'll access all training and your certificates on the Relias Platform just like you did on CE Direct- the main changes that you'll see are a different interface and a new URL to log in.

Logging Into the Relias Platform

Your organization will have its own Relias site with a specific URL, ex. "yourorgname.training.reliaslearning.com." Once your organization has upgraded, you'll receive this URL from an administrator. At this URL, you'll be prompted to enter your username and password, which you will receive from an administrator as well.



RELIAS

User Name

Password

Log In

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

You can also log in through our global login page, at login.reliaslearning.com, which should be provided by an administrator. If logging in at this URL, you will be prompted to enter your organization URL, which should be provided along with your login credentials.



Enter your organization URL

.training.reliaslearning.com

Continue

Don't know your organization URL?

[Change Site Language](#)

[View System Requirements](#)

The first time you log in, you may be prompted to reset your password. Depending on your organization's site settings, you may need to create a secure password, or update your password periodically. You also will be asked to answer a required set of security questions upon logging in for the first time. These security questions will be used if you need to reset your password in the future.

Security Setup

Please select and answer the security questions below to verify your identity and reset your password.

You may choose to enter an email address that differs from the email address on your profile. This address will only be used when sending a security code to reset your password. If not set, the email address on your profile will be used.

Question	Choose a question... ▾	Password Reset Email (Optional)
Answer	<input type="text"/>	<input type="text"/>
Question	Choose a question... ▾	Confirm Password Reset Email
Answer	<input type="text"/>	<input type="text"/>
Question	Choose a question... ▾	
Answer	<input type="text"/>	

[Cancel](#) [Continue](#)

Navigating the Relias Platform

Once you've logged in successfully, you'll be brought to your Assignments page. This default home page will list all assigned training that you must complete, including the due date (if applicable). Clicking Browse Course Library will allow you to view and enroll in available courses.

Assignments Return to Legacy Assignments Page | + Add External Training

All Modules Training Plans

Showing 1-10 of 14 Sort By Due Date ▾

2013 MS Excel: Basics [Resume](#)

🕒 1h 30min 🎧 Audio/Video

[VIEW MORE ▾](#)

Being an Effective Leader [Start](#)

🕒 1h 🎧 Audio

[VIEW MORE ▾](#)

You can also access your professional license information, course library, transcript, our self -help site Relias Connect, and contact your administrator for help using the left-hand navigation toolbar.

OVERVIEW

- [📅 Assignments](#)
- [⚙️ Licenses & Certifications](#)
- [📚 Course Library](#)
- [📄 Transcript](#)

RESOURCES

- [🔍 Help](#)

To update your profile, including your contact information and password, select the head and shoulders icon in the upper right corner and select "My Account." Here, depending on your site settings, you can add and edit your email address, password recovery email, password, and other information. You can also view your organization ID here.

My Account - Test User

Edit Profile Information

Name & Login

User Name *

Change Password

Confirm Password

[Save](#)

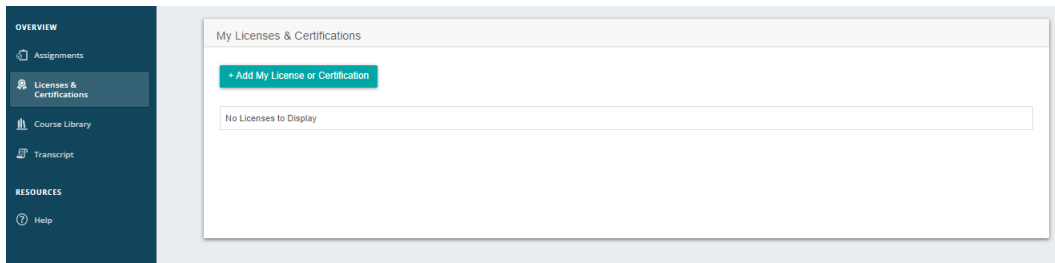
[Cancel](#)

[View our Privacy Policy](#)

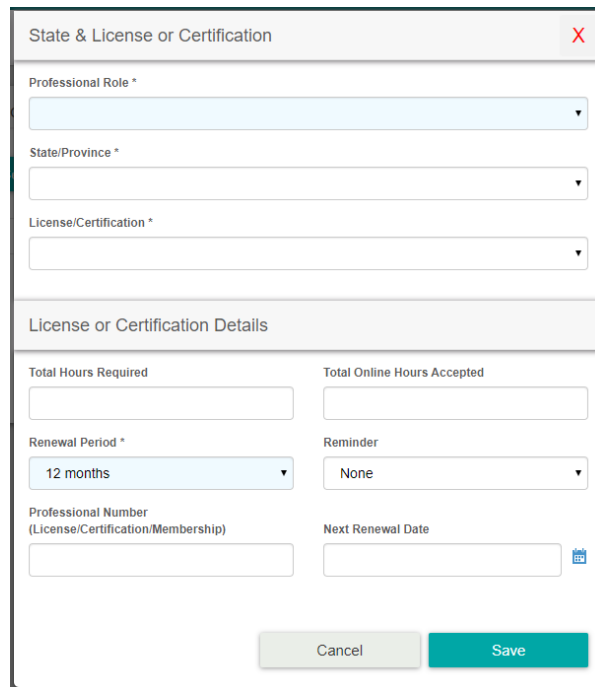
Organization ID 25822

Adding Your License Information

To access certificates with CE credit for completed courses, you'll need to enter your license information via the "Licenses & Certifications" tab on the left-hand navigation bar.



Once you select "+Add My License or Certification," you'll be prompted to fill out a form with your license information, including your role, state, license type, and renewal information.



You can also opt in to an email reminder before your next renewal. Upon saving this information, your license will be displayed on the "Licenses & Certifications" page. If you hold multiple licenses or certifications, more can be entered as needed.

Taking Courses - Relias Platform

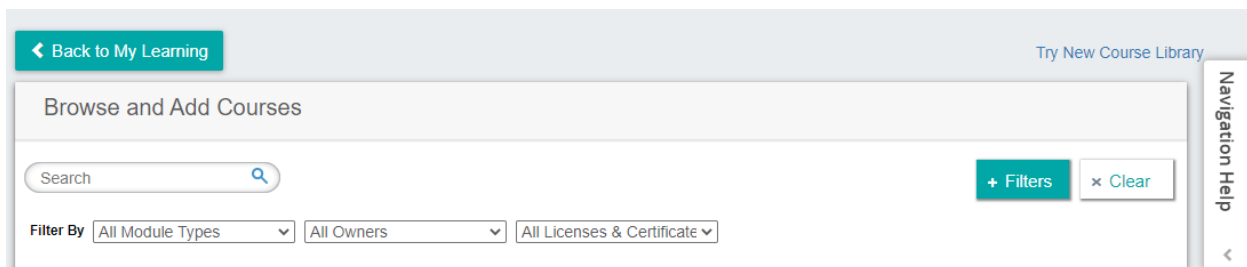
WHAT IS DIFFERENT ABOUT COURSES ON THE RELIAS PLATFORM?

Courses on the Relias Platform consist of course content that must all be completed by the learner before proceeding to a final exam. For the most part, they are made up of slideshows, videos, and interactive course content. While CE Direct was largely text based, the Relias Platform is not. You will

no longer be able to advance immediately to the test without viewing the course content. Make sure you have followed the course instructions by clicking through all interactive components and viewing every slide. The test will not unlock until this is done.

COMPLETING A COURSE ON THE RELIAS PLATFORM

In order to enroll in a course on the Relias Platform, login and click Browse Course Library. You will be brought to a list of all offered courses. From there you can use any of the available filters by using the three preset filters under Filter By or using the other options by clicking the Filters button. You can also use the search bar to find courses about relevant information.



In order to enroll in a course approved for a specific license, click the All Licenses & Certificates box and select the appropriate approving body. If you have entered a license into your account, once you click this box, you should see your appropriate license listed under My Licenses & Certifications. Clicking this will automatically route to a list of courses approved for this license.

If you have entered a license, you can click My Licenses & Certifications and check the box next to your entered license. From there you can filter by renewal topic. You can also use any of the other filters below or the search bar. If you prefer the other view of the course library, click Return to Legacy Search in the top right. All of the same courses show up in each view. The Legacy Course Library is just a different view that might be more similar to what you're used to using.

Once you have found a course you would like to take, click Enroll and the course can now be found back on the Assignments tab. Click Start to access the course.

Once you've clicked Take Now you will be brought to the Module Details page. The right side will show all licenses you have entered under My Licenses & Certifications and all licenses this course has been approved for will show under Available Certificates. Clicking More Details will allow you to view additional information about the course and its creators. Click Start next to the course title to view the course content. You will notice the Start button next to Final Exam is grayed out. **This will unlock once the course content has been viewed in its entirety.** Clicking Withdraw will remove the course from your enrolled courses. Clicking back will bring you back to the previous page.

Navigation Help

◀ Back

"Look and Listen" Approach to Pediatric Dysphagia 1 hour Withdraw

+ More Properties

REL-ACU-0-SLPA2060

Lessons and Exams

Start "Look and Listen" Approach to Pediatric Dysphasia ▶

Start Final Exam ▶

My Licenses & Certifications

State	Type	Number	Renewal
FL	Registered Nurse (RN)	RN123456	6/30/2022

Enter additional license or certification information or edit existing information here.

Evaluation and Certificates

Complete Evaluation Print Certificate

Available Certificates

Once you have clicked Start next to the course content, you will be brought to a screen titled Popup Blocked. Click the Launch Course button and the course content will open in a new window.

Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

You may leave the course at any time and the course will save your progress. Once you have completed the course content, close out the content window as instructed. From here you can Review the content by clicking Review or proceed to the test by clicking Start next to Final Exam.

“Look and Listen” Approach to Pediatric Dysphagia 1 hour

REL-ACU-0-SLPA2060

State	Type	Number	Renewal
FL	Registered Nurse (RN)	RN123456	6/30/2022

This will bring you to a list of information and instructions for the exam including the number of questions, number of attempts, and required passing score. Click Continue to proceed to the exam.

Exam : “Look and Listen” Approach to Pediatric Dysphagia

Questions	12
Score Required	80%
Maximum Attempts	unlimited

Quit	Exit the exam without saving your work.
Save	Save your work at any time during the exam and continue taking the exam. Note: Be sure to hit Save if you will be away from your desk for any length of time. If your session “times out” due to inactivity, un-saved answers will not be kept.
Back	Return to a previous page within the exam to review and/or change answers to an earlier group of questions.
Next	Proceed forward to answer the next group of questions within the exam.
Submit	Finish the exam and submit it for evaluation.

There may be a short survey required at the end of the course. After successfully passing the exam, you may enter right into the survey or return to it later by going to Transcript and clicking Complete Evaluations on the module details page.

Lessons and Exams

✔ **Congratulations! You've completed your course.**

[Review](#) "Look and Listen" Approach to Pediatric Dysphasia ▶

[Start](#) Final Exam ▶

✔ **If you need a continuing education certificate, please continue to the section below.**

Evaluation and Certificates

[Complete Evaluation](#) [Print Certificate](#)

Upon survey completion, you can access your certificate. If your license information is entered into your profile and you can receive credit from an accrediting body indicated in the "Available Certificates" section, you can access a CE certificate in addition to the generic Relias completion certificate. If you need an approval code for your license, those can be found on your certificate of completion.

Print Certificate

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

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) *

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.

[Print Certificate](#)

[Email Certificate](#)

[Download Certificate](#)

[Cancel](#)

Note that you must select which certificate to print using the "Certificate(s)" box on this page. Relias automatically grants you a certificate of completion that is not good for CE credit. If a course is accredited for your license/certification and you have properly entered your credentials into your account, you can also access an accredited certificate. You can also download your certificate as a PDF to save or email it to yourself or someone else.

Transcript

You can view all course completions on your transcript. Certificates for courses completed on CE Direct prior to your migration will be accessible here. Courses completed on the Relias Platform following your migration will also include completion certificates. To view your transcript, select the

“Transcript” tab on the left side. To access a certificate from this page, select the certificate icon underneath the course title.

The screenshot shows the RELIAS Transcript page. On the left is a dark blue sidebar with the following menu items: OVERVIEW, Assignments, Licenses & Certifications, Course Library, Transcript (highlighted), and RESOURCES (Help). The main content area is titled "Transcript" and includes a "Print Transcript" button in the top right. Below the title is a search bar for "Search Completed Assignments" and a "Filter by" section with "Filter" and "Clear" buttons. The filter section contains three dropdown menus: "Type" (All Types), "Date Type" (Completed on Range), and "Certificates" (All Licenses & Certifications). Below these are "Date Range" (Specify Dates...) and "From" and "To" date pickers. At the bottom is a table with the following data:

Title	Brain Sparks	Grade	Due Date	Completed
"Look and Listen" Approach to Pediatric Dysphagia 1 hour	N/A	100%		6/20/2022