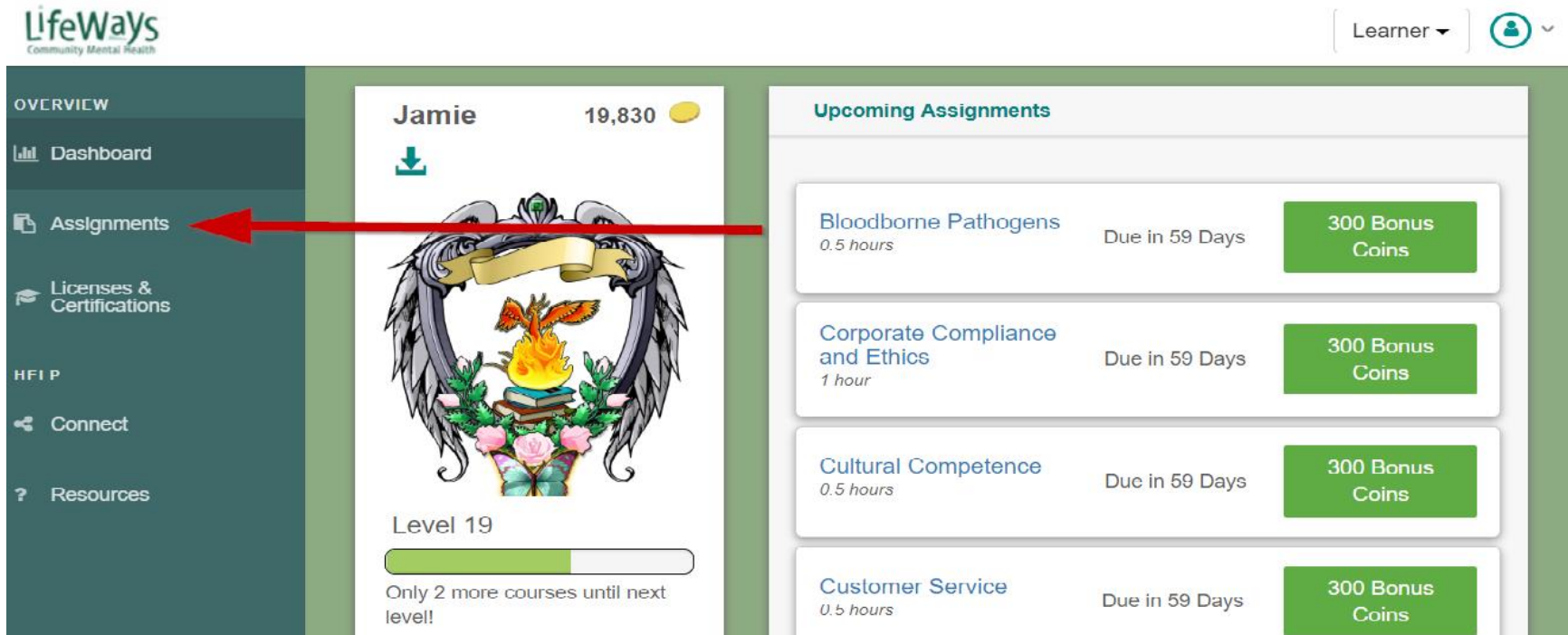


How to upload External Trainings in Relias

Step 1: Log into Relias (if you are a Supervisor or Administrator, make sure you are under your Learner level screen).

Step 2: From your Dashboard Page, select the Assignments Tab on the left-hand side of the screen.



The screenshot displays the Relias user interface. At the top left is the LifeWays Community Mental Health logo. At the top right, there is a dropdown menu for 'Learner' and a user profile icon. The left sidebar is titled 'OVERVIEW' and contains the following menu items: Dashboard, Assignments (highlighted with a red arrow), Licenses & Certifications, HFI P, Connect, and Resources. The main content area is divided into two sections. The left section is for a user named 'Jamie', showing a score of 19,830 and a download icon. Below this is a decorative graphic of a phoenix rising from a nest of books and flowers, with the text 'Level 19' and a progress bar. Below the progress bar, it says 'Only 2 more courses until next level!'. The right section is titled 'Upcoming Assignments' and lists four courses, each with a '300 Bonus Coins' button:

Assignment Name	Duration	Due Date	Bonus Coins
Bloodborne Pathogens	0.5 hours	Due in 59 Days	300 Bonus Coins
Corporate Compliance and Ethics	1 hour	Due in 59 Days	300 Bonus Coins
Cultural Competence	0.5 hours	Due in 59 Days	300 Bonus Coins
Customer Service	0.5 hours	Due in 59 Days	300 Bonus Coins

Step 3: Making sure you are under the *Learning* Tab, Select *External Training*, and then Select *+Add Completed Training* button.

The screenshot displays the LifeWays Community Mental Health interface. On the left is a dark teal sidebar with navigation options: OVERVIEW (Dashboard, Assignments, Licenses & Certifications), HELP (Connect, Resources), and a user profile icon labeled 'Learner'. The main content area has a top navigation bar with 'Learning' (highlighted with a red box) and 'Transcript' tabs. Below this is a sub-navigation bar with 'Current Training', 'External Training' (highlighted with a red box), and 'Pro-on-the-Go' tabs. A green button labeled '+ Add Completed Training' is prominently displayed, with two red arrows pointing to it from below. Below the button is a white message box stating 'You have no external training.'



Step 4: Complete the window that pops up. Being sure you have your certificate saved to your computer for uploading. Once this training is completed and submitted, you **will not** be able to go back and edit. Under Course Title you will be asked to select a title of a course, or to select “Other”. Other allows you to enter your course title. The blue arrows below mark the items that are required to submit your external training. Under “Purpose” is a good place to indicate what this training is for and how many Child or Adult hours the training is worth.

The screenshot shows a web form titled "Add External Training" with a close button (X) in the top right corner. The form contains several input fields and a file upload section. Blue arrows point to the following fields: "Course Title *", "Please enter a title for your external training submission. *", "Start Date *", "Completed *", and "Credit Hours *". A blue box highlights the "Add Certificate To Upload" section, which includes a "Choose File" button and the text "No file chosen". At the bottom, the "Submit" button is circled in blue, and the "Cancel" button is also visible.

Add External Training X

Course Title *

Please enter a title for your external training submission. *

Start Date *  **Completed *** 

Exam Score %

Location

Credit Hours * **Cost**

Purpose

Add Certificate To Upload No file chosen