

## 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).

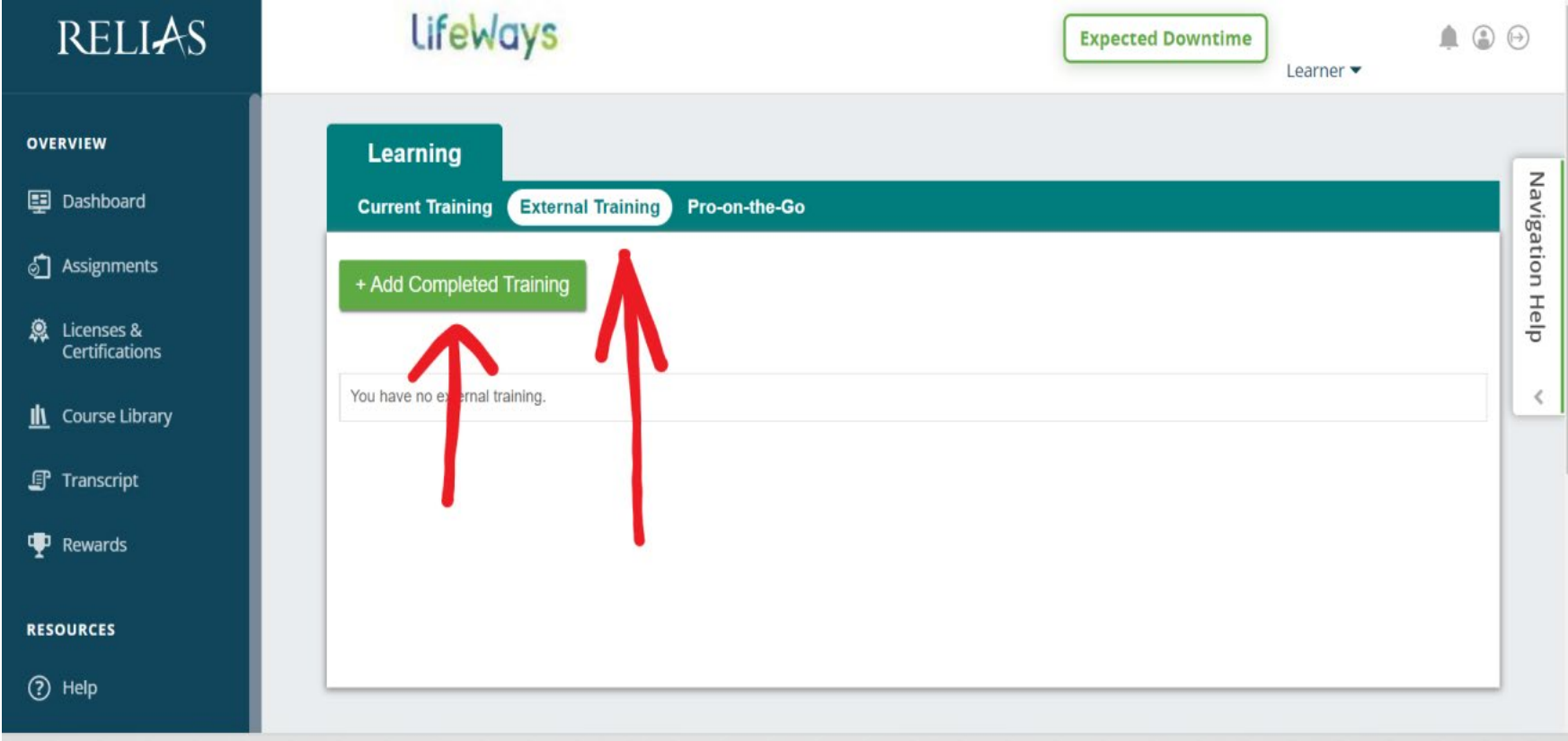
**Step 2:** From your Dashboard Page, select the Assignments Tab on the left-hand side of the screen.

The screenshot displays the RELIAS Lifeways interface. On the left, a dark blue navigation menu is visible with the following items: OVERVIEW, Dashboard, Assignments (highlighted with a red circle and a red arrow), Licenses & Certifications, Course Library, Transcript, Rewards, RESOURCES, Help, and Policies & Procedures. The main content area features a user profile card for 'Level 30' with a score of 113,350 and a progress bar. To the right, the 'Upcoming Assignments' section lists four training modules, each with a duration of 1 hour and a reward of 300 Bonus Coins:

Assignment Title	Duration	Due Date	Reward
Accountability	1 hour	Due in 182 Days	300 Bonus Coins
Discipline and Discharge	1 hour	Due in 182 Days	300 Bonus Coins
Emergency Preparedness - Through the Lens of COVID-19	1 hour	Due in 182 Days	300 Bonus Coins
FMLA for Supervisors	1 hour	Due in 182 Days	300 Bonus Coins

Additional UI elements include a top navigation bar with 'Expected Downtime', a user profile dropdown set to 'Learner', and a 'Navigation Help' button on the right side.

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



**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 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 \*". The "Submit" button at the bottom right is circled in blue. The "Add Certificate To Upload" section is highlighted with a blue border.

**Add External Training** [X]

**Course Title \*** [Other ▼]

**Please enter a title for your external training submission. \*** [Text Input]

**Start Date \*** [Calendar Icon] [Text Input]      **Completed \*** [Calendar Icon] [Text Input]

**Exam Score %** [Text Input]

**Location** [Text Input]

**Credit Hours \*** [Text Input]      **Cost** [Text Input]

**Purpose** [Text Input]

**Add Certificate To Upload** [Choose File] [No file chosen]

[Cancel] [Submit]