

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 sections:

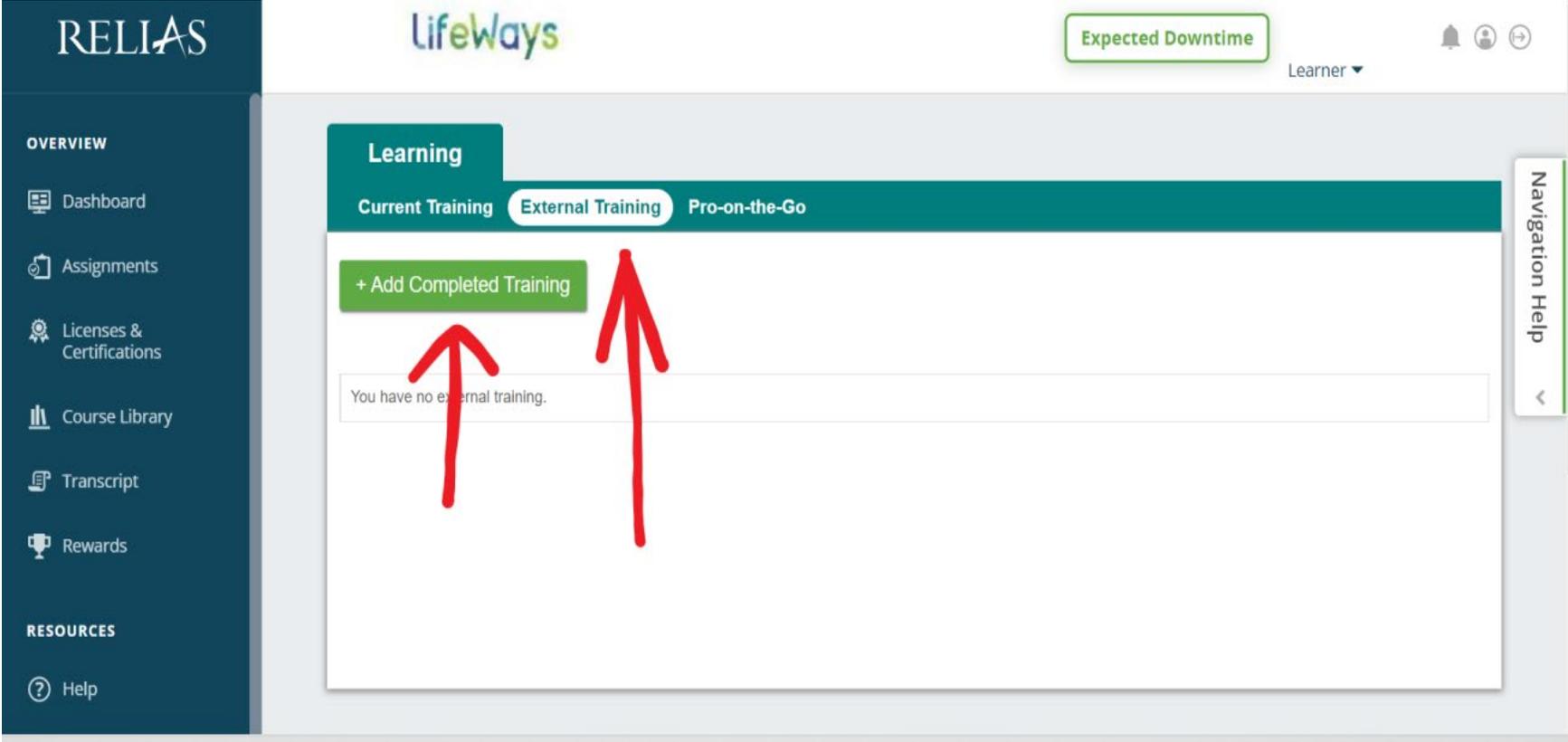
- OVERVIEW**
 - Dashboard
 - Assignments** (highlighted with a red circle and a red arrow pointing to it)
 - Licenses & Certifications
 - Course Library
 - Transcript
 - Rewards
- RESOURCES**
 - Help
 - Policies & Procedures

The main content area shows a user profile for "Level 30" with a score of 113,350. Below the profile is a progress bar labeled "Max Level". 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 interface elements include a top navigation bar with "Expected Downtime", a user dropdown menu 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 window titled "Add External Training" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Course Title ***: A dropdown menu with "Other" selected. A blue arrow points to this field.
- Please enter a title for your external training submission. ***: A text input field. A blue arrow points to this field.
- Start Date ***: A date picker field. A blue arrow points to this field.
- Completed ***: A date picker field. A blue arrow points to this field.
- Exam Score %**: A text input field.
- Location**: A text input field.
- Credit Hours ***: A text input field. A blue arrow points to this field.
- Cost**: A text input field.
- Purpose**: A text input field.
- Add Certificate To Upload**: A section containing a "Choose File" button and the text "No file chosen". This section is enclosed in a blue rectangular box.
- Buttons**: "Cancel" and "Submit" buttons at the bottom. The "Submit" button is highlighted with a blue oval.