

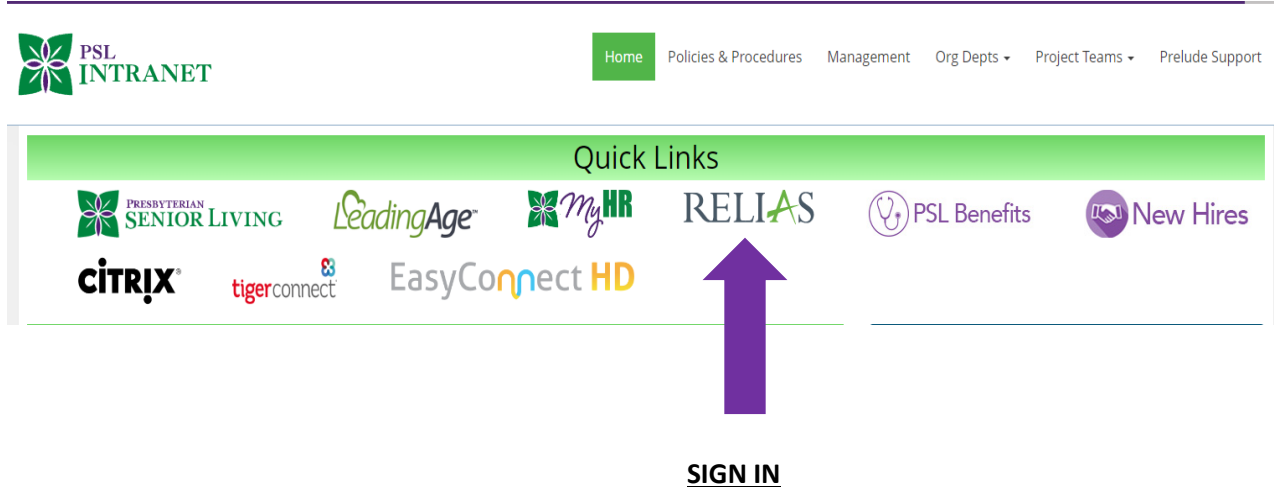


Learner introduction to the Relias

Hello Pine Run Team Members!

Presbyterian Senior Living (PSL) uses the Relias eLearning platform to complete required online trainings; which is the same platform used for your online trainings previously. The only change to the platform is in the **User Name** and **Password** configuration. This document offers a full overview of this platform for those who are familiar with Relias and for those new to the platform.

You may access the platform through the Relias title quick link on the PSL Intranet (shown below) or by accessing the web address below: <https://pres.training.reliaslearning.com>.




SIGN IN

Hourly team members may not take Relias courses at home unless approved by their supervisor or while they are not on the clock being paid.

Logging into Relias

All team members will log in to the site with their username and a password; this information will be given to team members at the time of hire. Your username will be psl. + first five letters of your last name+date of birth (no spaces). Your password will be your month and date of birth. **(For example, last name of Harrington with a date of birth - 0131 – User Name: psl.harri0131 Password: 0131).** If your last name has less than five letters; your full last name will be a part of your User Name **(For example, last name is Blu with a date of birth – 0201 – User Name: psl.blu0201 Password: 0201)**

*****Do not forget to add the '.' (period) after PSL in your User Name.*****



User Name

Password

[Request Help](#)



[Log In](#)

Change Site Language	View System Requirements
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Changing Site Language

Relias offers the option to change the language of the Relias modules. This language change is specific to the content of the modules; **the final exam will be in English**. This option is for Relias content only; this does not include PSL added content or modules.

To change the language preference; click on the **Change Site Language** option on the log-in screen as shown below. Select the language preference and continue through the log in process.



User Name

Password

[Request Help](#)

[Log In](#)

Change Site Language	View System Requirements
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In the example below; the language Español (Spanish) was selected.



The image shows a login interface for Presbyterian Senior Living. At the top center is the logo, which consists of a green four-leaf clover-like symbol to the left of the text "PRESBYTERIAN SENIOR LIVING". Below the logo, the text "Nombre de usuario" is followed by a text input field containing a single vertical bar "|". Below that, the text "Contraseña" is followed by an empty password input field. Underneath the password field is a link labeled "Solicitud de ayuda" in blue text. A large green button with the text "Inicia sesión" is positioned below the link. At the bottom of the form, there are two buttons: "Español (Español)" on the left and "Ver requisitos del sistema" on the right.

On the next slide; Español must be selected:

Please choose which content you wish to view.
Por favor seleccione la versión del curso que desea ver.



This image shows two rounded rectangular buttons. The left button is green and contains the word "English". The right button is also green and contains the word "Español". A large, thick green arrow points from the right towards the "Español" button, indicating it should be selected.



The logo for Relias, featuring the word "RELIAS" in a serif font. The letter "A" is stylized with a green leaf-like shape integrated into its right side.

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The audio and visual content has been changed to reflect the selected language of Español.

MENÚ

▼ 1. Bienvenido a Cualquier Organización de Salud

1.1. Cumplimiento Corporativo: Conceptos Básicos

1.2. Conozca a Melissa

2. Su puntuación de estrellas

▼ 3. Conclusión


3.1. Resumen

3.2. Colaboradora del curso

3.3. Recursos

3.4. Referencias

Cumplimiento Corporativo: Conceptos Básicos



Cumplimiento Corporativo: Conceptos Básicos

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LEARNER VIEW

Upon logging onto the site, you will be brought to the **OVERVIEW/Home** page. This page will always open in the **Welcome** view to show you the modules that must be completed by their assigned due date. The **Welcome** page shows when modules are overdue, due within 7 days, 30 days or 90 days. You may also access additional options under the '**Here are some suggestions**' title. On the left side of this page you will see the options to add **Licenses & Certifications** and to contact Relias support for assistance.

Under **Recent Activity** you will see the option to **View Assignments**. Click on this option to view the module titles that need to be completed.

Click on the green **Start** button to the right of the module title to launch the module.



Please note that all Relias courses require that you complete the module before you take the final exam. If the final exam is not completed you will not be marked as completing the module.

To see all of your completed trainings click on **Transcript** on the **OVERVIEW** section on the left side of the page. Completed trainings will show with a green or a gray checkmark; green checkmarks are for coursework completed on time and gray checkmarks are for coursework completed late.

RELIAS PRESBYTERIAN SENIOR LIVING

Lajeune Duckrey-Adams
Learner ▼

Here are some suggestions:

- Browse courses for continuing education
- View my assignments
- View my completed training
- Can't find what you're looking for? Get help here!

Welcome, Lajeune

Stay up to date with your required training!

0 Overdue!	0 Due within 7 days	0 Due within 30 days	0 Due within 90 days
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Recent Activity

No items in progress

Try starting an assignment or browsing continuing education courses in the Course Library.

[View Assignments](#) [Browse Courses](#)

If you would like to obtain the full module description, learning objectives and the biography information about the author, click on the “+ **More Properties**” option of the module.

Adding Licensing Information

To add licensing or certifications into Relias; click on the **Licensure & Certifications** option under the **OVERVIEW** section. Click on **+Add My License or Certification** box and complete all required fields.

OVERVIEW

Assignments

Licenses & Certifications

Course Library

HELP

Connect

Resources

My Licenses & Certifications

[+ Add My License or Certification](#)

No Licenses to Display

If you have a professional license and want to see if a module may also count towards your licensure renewal, you can see what licensing bodies accredit this course under **Available Certificates**. This option is found by clicking on the title of the module. You can also print your certificate from this section as well.

Evaluation and Certificates



Complete Evaluation

Print Certificate

For technical questions on completing your exam, taking your evaluation, or printing your certificate, [go to Resources](#) to access the Support and Tutorials section. Then, click 'Request Help' to email your Relias Administrator or Help Liaison.

We love feedback on our courses. If you have feedback on the accuracy or content of the course, please [click here](#) to contact our Accreditations team.


Available Certificates


Name	Credit Hours
<i>ANFP</i> Association of Nutrition and Foodservice Professionals	 0.50
<i>FL-CNA</i> Florida Board of Nursing - Certified Nursing Assistants	 0.50
<i>Non-Licensed</i> Non-Licensed Direct Care (DSP, HHA, CNA, DCW, PCA, IHA, NA)	0.50

Another option to print your certificate is in the **Transcript** tab. Your completion certificate can be printed by clicking on the certificate icon under the module title. You must complete the required fields.

Corporate Compliance: The Basics

0.5 hours





Certificate icon

SUPPORT

If you have any questions regarding your User Name or Password contact your HR Department. Questions regarding module availability and completions should be directed to your supervisor/department director.

You can receive assistance from Relias by clicking **RESOURCES** in the **OVERVIEW** section to the left of your screen. Click on the “?Help” option to see all resources available to you.

The screenshot shows the Relias Help page. On the left is a dark blue sidebar with a menu. The 'OVERVIEW' section includes links for Assignments, Licenses & Certifications, Course Library, and Transcript. The 'RESOURCES' section includes a 'Help' link with a question mark icon and a link for Policies & Procedures. The main content area has a teal header with the text 'Welcome to Relias Help' and 'What can we help you with today?'. Below this is a 'Relias Connect' section with a paragraph of text and a 'Go to Relias Connect' link. A 'Popular Topics' section follows, listing 'Learner Quick Guide', 'Licenses and Certification Guide', and 'Create a Master Account', each with a brief description and an external link icon. On the right side, there are two white boxes. The top one is titled 'Looking for something else?' and contains text about asking a supervisor for additional support. The bottom one is titled 'Contact Support' with a question mark icon, and contains a 'Request Help' section with text about sending an email to the site's RLMS help liaison.

OVERVIEW

- Assignments
- Licenses & Certifications
- Course Library
- Transcript

RESOURCES

- [? Help](#)
- [Policies & Procedures](#)

Welcome to Relias Help

What can we help you with today?

Relias Connect

Relias offers a wide range of content aimed at helping you master our products, whether you need to solve a problem right now or you'd like some insight into how to get the most out of our features. Click the link below to visit Relias Connect where you'll find the most up-to-date assistance for your specific needs.

[Go to Relias Connect](#)

Popular Topics

[Learner Quick Guide](#)
Overview of features and general instructions you will need to know in order to properly use the LMS as a Learner.

[Licenses and Certification Guide](#)
How to manage Licenses & Certifications, browse for elective CE courses, and print your certificates.

[Create a Master Account](#)
Step-by-step directions to link your Relias transcript to more than one organization.

Looking for something else?

If you can't find what you're looking for in the listed materials, ask your supervisor how you may be able to access additional support for Relias within your organization.

Contact Support ?

Request Help

Send an email to your site's RLMS help liaison.

To contact the PSL Relias Administrator – click on “Request Help” under the **Contact Support** option and complete the request form.

The screenshot shows the 'Request Help' form. It has a title 'Request Help' and a sub-header 'This form will send an email to your site's RLMS help liaison. Please provide your phone number or email address so that your help liaison has a way to reach you.' The form contains four input fields: 'Phone Number' with the placeholder '555-555-5555', 'Email' with the placeholder 'laadams@presbyterianseniorliving.org', 'Subject *' (required), and 'Message *' (required). At the bottom right are two buttons: 'Cancel' and 'Send'.

Request Help

This form will send an email to your site's RLMS help liaison. Please provide your phone number or email address so that your help liaison has a way to reach you.

Phone Number

Email

Subject *

Message *

[Cancel](#) [Send](#)