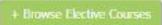


<p>Login with your username and password</p>	<p>URL: https://centerffs.training.reliaslearning.com/ User Name: your centerffs email address (ex. john.smith@centerffs.org) Initial Password: password</p> <p>Please select the  (My Account icon) link at the top right corner once logged in to update your password to something unique.</p>
<p>Assignments</p>	<p>Click on the  tab, once you are logged in.</p> <ul style="list-style-type: none"> • Current Training lists all of your currently assigned/enrolled courses. Click the title of the course you wish to take. • Transcript lists your completed courses and lets you access your certificates by clicking the  icon.
<p>Enroll in Electives (and finding CEUs)</p>	<p>To enroll in an elective course, click on the  link from your Current Training page.</p> <ul style="list-style-type: none"> • Use the <input type="text" value="All Certificates"/> drop down to filter courses. • Click  to enroll in the course (it will then appear on your current training tab)
<p>Add Your License (e.g. LPN, CNA)</p>	<p>To add license information, click on the  tab.</p> <ul style="list-style-type: none"> • Click  and select your professional role, state, and license in section 1. • In section 2, add your license number, renewal period, and renewal date, then click save. <p>Once your license is added to the system you'll be able to filter courses by "My License" with the <input type="text" value="All Certificates"/> drop down.</p> <p><i>* Reminder: A current copy of your license/certification must be on file with the HR Department.</i></p>
<p>Print Certificates</p>	<p>To print certificates, access your Completed Training from your Assignments tab.</p> <ul style="list-style-type: none"> • Click the  button next to the course you would like to print a certificate for. • Enter the appropriate information under Learner Information and then choose your license and certificate in the Certificate section. • Click . This will open your printable certificate in a new window (pop-up blockers will need to be disabled).
<p>Additional Resources</p>	<p>Additional learner help is available by clicking the  (Resources) icon under the HELP section on the left hand navigation pane.</p>
<p>Submit a Work Order/Help Ticket</p>	<p>All Relias concerns should be submitted through the Relias Ticket system by emailing help@relias-support.on.spiceworks.com</p>