

Using Your new Relias Dashboard


Follow these simple instructions to get started on your assigned modules

<https://mbhci.training.reliaslearning.com>

LOGIN

User Name: ***Meridian Corporate Email*** (Ex: `firstname_lastname@mbhci.org`)

Temporary password: ***1234*** (*You will need to change your password to a unique code upon first log in*)

Please select the  icon at the top right corner once logged in to update your password to something unique.

Once logged in, your dashboard will be displayed

- See a quick overview of your courses and recent activity right on the home page!
- You can click on any of the dues date boxes to see your assignments
- See your most recent activity displayed in the white box – just click to jump back in!

VIEW YOUR ASSIGNMENTS

ACCESS THE TRAINING

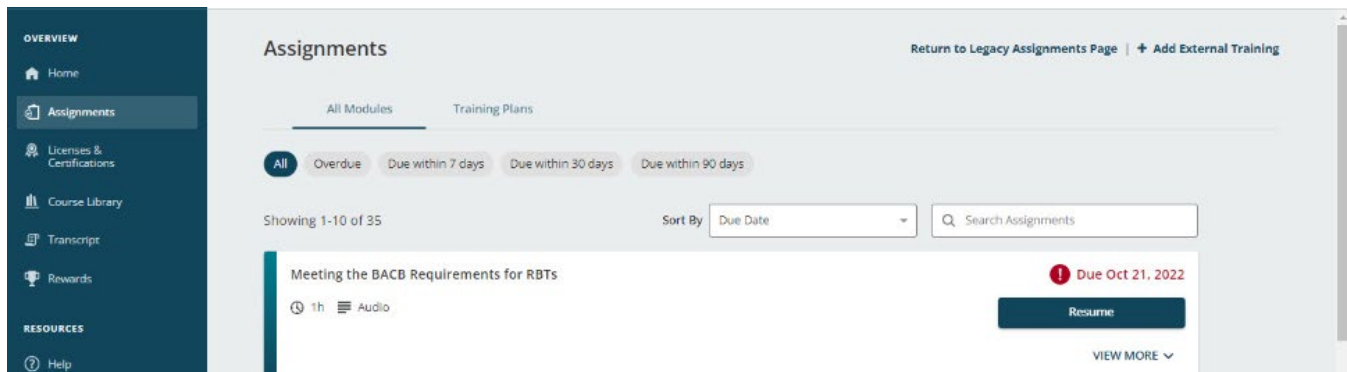
Click “assignments” on the left panel.

Sort by modules or training plans at the top. Modules are displayed by due date.

See course details by clicking “view more” under the green button.

Click the “Take Now” to begin the course.

Your progress will be saved if you exit the course before finishing.



ADD YOUR LICENSE AND CERTIFICATION INFORMATION

Click “Licenses and Certification” on the left panel

Add your information to your profile.

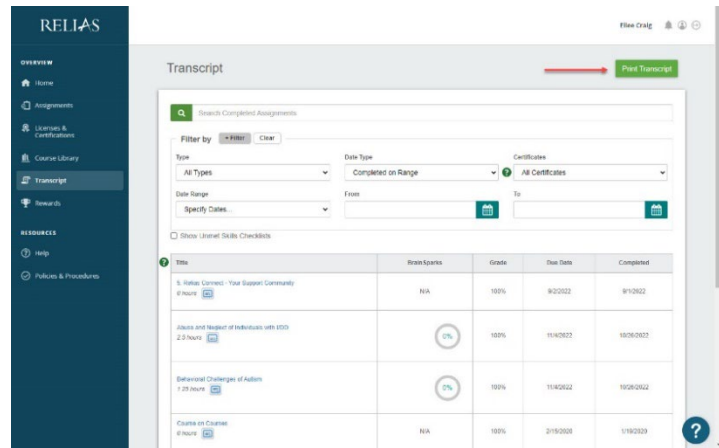
Adding this information allows you to search courses available for your personal license and certification levels

RETRIEVING YOUR TRANSCRIPTS AND CERTIFICATES

Click “Transcripts” on left panel to view a list of all your completed courses

Use the search filters to view by type, date range or certificate

To print a copy of your certificate, click on the small print icon next to each course



The screenshot shows the RELIAS Transcript page. On the left is a dark blue navigation sidebar with the RELIAS logo at the top. The sidebar menu includes: OVERVIEW (Home, Assignments, Lectures & Certificates, Course Library, Transcript, Seminars), RESOURCES (Help, Policies & Procedures), and a question mark icon at the bottom. The main content area is titled "Transcript" and features a search bar for "Search Completed Assignments". Below the search bar are filter options: "Filter by" (with "Filter" and "Clear" buttons), "Type" (set to "All Types"), "Date Type" (set to "Completed on Range"), and "Certificate" (set to "All Certificates"). There are also fields for "Date Range" (From and To) and "Specify Dates...". A checkbox for "Show User's Skills Checklists" is present. A table lists completed courses with columns for Title, Brain Sparks, Grade, Issue Date, and Completed. A red arrow points to a "Print Transcript" button in the top right corner. A small print icon is visible next to the "Courses on Campus" row in the table.

Title	Brain Sparks	Grade	Issue Date	Completed
6. Public Concern - Your Speech Community 0 hours	N/A	100%	9/20/22	9/19/22
Justice and Respect of Individuals with IDD 2.5 hours	0%	100%	11/4/22	10/26/22
Behavioral Challenges of Autism 1.25 hours	0%	100%	11/4/22	10/26/22
Courses on Campus 0 hours	N/A	100%	2/15/2020	1/19/2020