

Relias Learner Guide



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How to Access Relias

Relias Access is Now Through Okta

Relias access is now through Okta. If you have not been assigned the Relias application, click '+Add Apps' button on the top right of your Okta dashboard. Select that button, search for the Relias app and click the 'Add' button on the right to place it on your dashboard.

- Select 'add app' 
- Locate Relias app 

Once you have submitted a request to add the Relias app, the request will be approved by Fareeda Griffin.

If you have questions, please email Fareeda Griffin at FJGriffin@MagellanHealth.com.

Once Relias account is created, learners are required to login and complete at least one course every calendar year to keep your active. If your account has been deactivated or you receive a SAML Authentication Error, email Fareeda Griffin at FJGriffin@MagellanHealth.com.

Relias Most Frequently Asked Questions

- What is Relias?

Relias is Magellan's online continuing education vendor for licensed clinical employees.

- Who can access Relias?

Relias is available for clinical licensed Magellan employees.

MFLC counselors should email MFLCTraining@magellanhealth.com for questions about eligibility.

- How do I access Relias?

Relias access is now through Okta. If you have not been assigned the Relias application, click '+Add Apps' button on the top right of your Okta dashboard. Select that button, search for the Relias app and click the 'Add' button on the right to place it on your dashboard.

- Why can't I access Relias?

The Relias website address changed and can only be accessed through Okta. You will not be able to access Relias from saved bookmarks, web pages or links. If you cannot access Relias, contact Fareeda Griffin via email fjgriffin@magellanhealth.com to verify your account.

Learners are required to login and complete at least one course every calendar year to keep your active. If your account has been deactivated or you receive a SAML Authentication Error, email Fareeda Griffin at FJGriffin@MagellanHealth.com.

- Can I begin completing courses immediately?

Yes. It is recommended that you complete. As a new Relias learner, it is recommended that you complete **Welcome to Relias** module to introduce you to all of Relias features that you will need in order to be successful utilizing Relias.

- How do I enroll in Relias courses?

Refer to the Searching & Enrolling in Elective Coursework help section. **As a new Relias learner, it is recommended that you complete Welcome to Relias module to introduce you to all of Relias features that you will need in order to be successful utilizing Relias.**

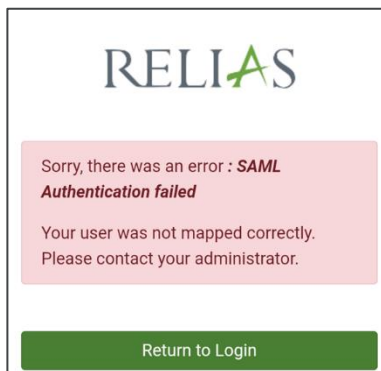
- Can I access Relias anytime?

Yes, if you have access to Okta.

- Do I need a Relias password?
No. Relias access is automatic through Okta.
- What if I have multiple Relias accounts?
Email Fareeda Griffin at FJGriffin@MagellanHealth.com.
- What do I know if I cannot access Relias?
Check with your supervisor to see if you are eligible.
MFLC counselors should email MFLCTraining@magellanhealth.com for assistance.

Learners are required to login and complete at least one course every calendar year to keep your active. If your account has been deactivated or you receive a SAML Authentication Error, email Fareeda Griffin at FJGriffin@MagellanHealth.com.

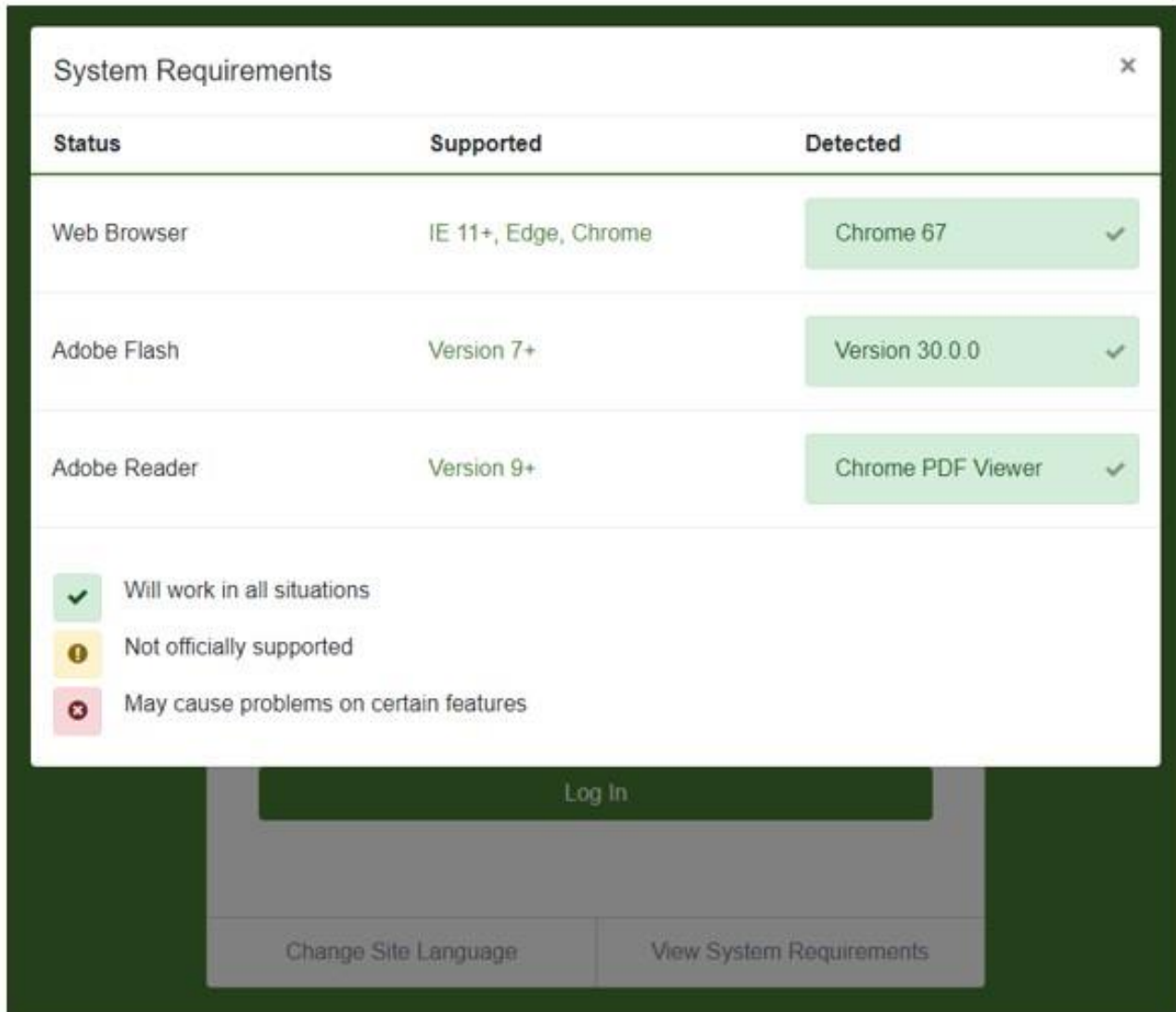
- Why do I have the Okta Relias tile, but I cannot login to Relias?
Learners are required to login and complete at least one course a year to keep your active. If your account has been deactivated or you receive a SAML Authentication Error, email Fareeda Griffin at FJGriffin@MagellanHealth.com.
- What if I am receiving a SAML Authentication Error?



If your account has been deactivated or you receive a SAML Authentication Error, email Fareeda Griffin at FJGriffin@MagellanHealth.com.

Relias System Requirements

To see if your installed software meets Relias Platform's system requirements, click on the +View System Requirements link below the Log In box to view Recommended v. Supported software. To upgrade your software, click on the link in the Supported column.



The screenshot shows a 'System Requirements' dialog box with a table of requirements. The table has three columns: 'Status', 'Supported', and 'Detected'. Below the table is a legend with three items: a green checkmark for 'Will work in all situations', a yellow warning icon for 'Not officially supported', and a red X icon for 'May cause problems on certain features'. Below the dialog box, a 'Log In' button is visible, and at the bottom, there are two buttons: 'Change Site Language' and 'View System Requirements'.

Status	Supported	Detected
Web Browser	IE 11+, Edge, Chrome	Chrome 67 ✓
Adobe Flash	Version 7+	Version 30.0.0 ✓
Adobe Reader	Version 9+	Chrome PDF Viewer ✓

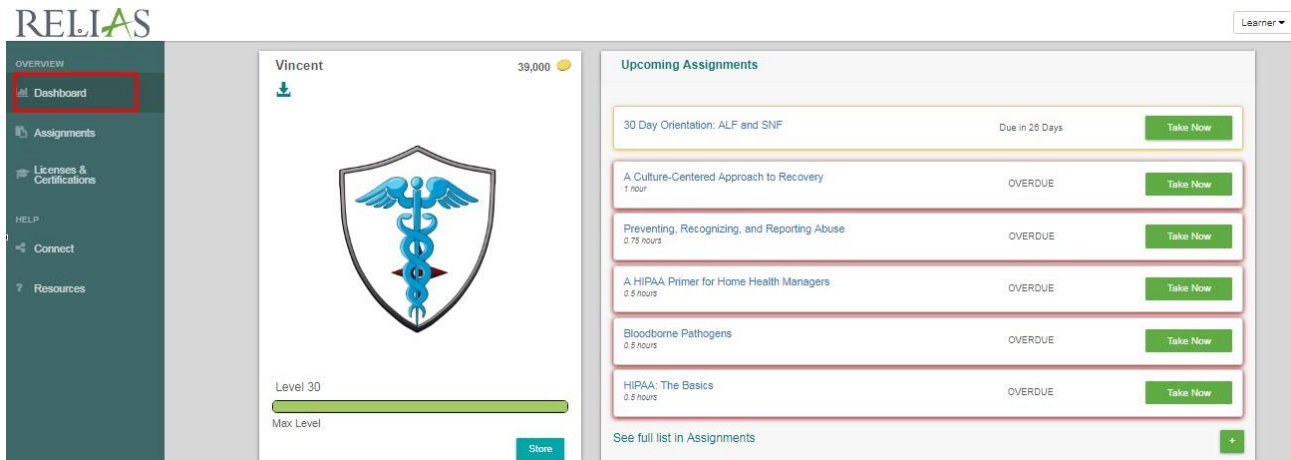
- ✓ Will work in all situations
- ⓘ Not officially supported
- ✗ May cause problems on certain features

Log In

Change Site Language | View System Requirements

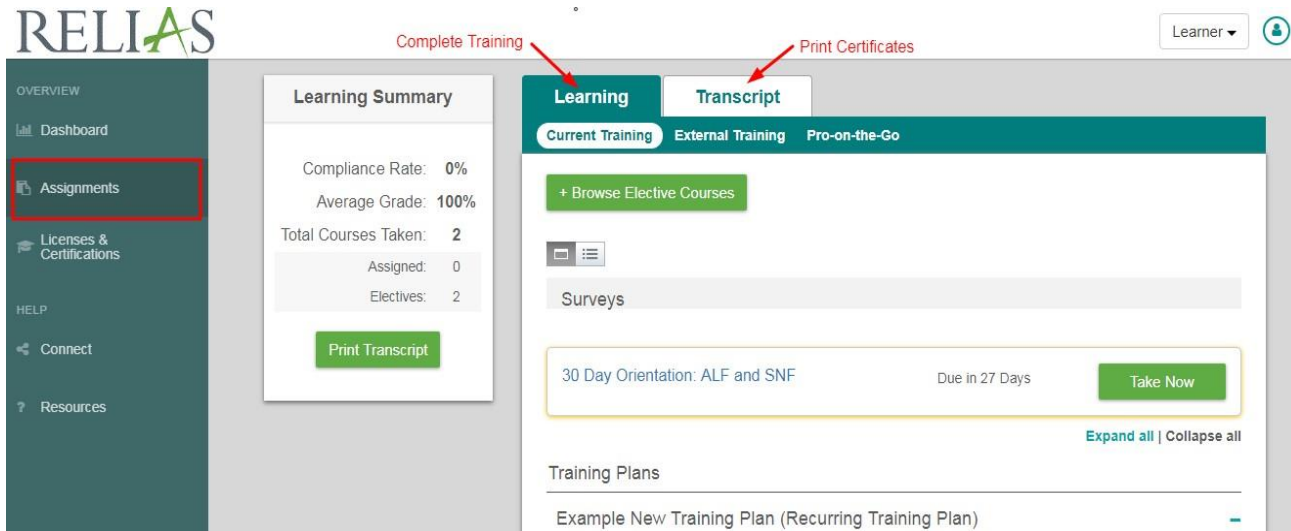
Understanding the Interface

Your **Upcoming Assignments** will show on the Dashboard as well, displaying the modules due soonest. For a full view of all Assignments, please go to the Assignments tab.



Assignments: Learning & Transcript

The **Assignments** page is the main screen you will use for accessing training within the Relias Platform. This page is divided into two main tabs: Learning and Transcript.



Current Training – Under the Learning tab is the Current Training tab. This contains assigned and elective coursework that have not been completed yet.

Many of the trainings on your Current Training page are grouped into training plans. Training Plans are groups of trainings that have been assigned to you by your organization. To ensure that training is completed on time, please be aware of the following highlights; Assigned coursework that is coming due soon is highlighted in yellow, and assigned coursework that is overdue is highlighted in red.

Transcript – This tab holds all your completed module types and any external training that may have been added. You may print certificates of completion from your Transcript, and use the “All Licenses & Certificates” filter to see which completions apply for CE Credit.

Please see this article if you need further assistance on [adding and managing your Licenses & Certifications](#)

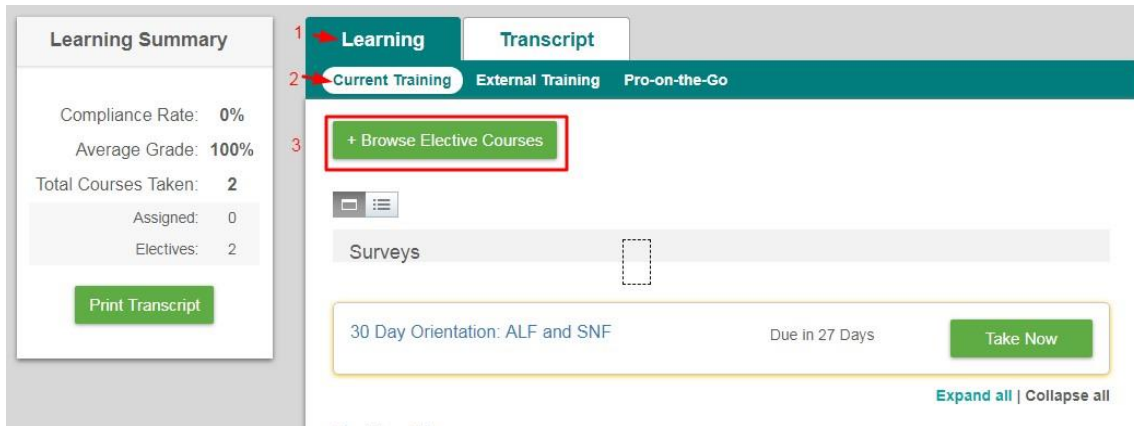
My Learning Summary – This box will be available in any tab under the **Assignments** page. Your compliance rate is displayed (courses taken on time), average grade (final exam grade); the total number of courses completed (late or on time) and then assigned & elective amounts.

The My Learning Summary will reset each quarter. Any assigned or elective courses that does not carry a due date will not be included in the compliance rate.

You may also print a Transcript of your course completions. Please note *this transcript is a full list of all completions*. You will not be able to determine CE Credit or accreditation by printing your complete transcript. Learners must go to the Transcript tab, filter by **license/certificate** and print the module’s individual certificate to determine accreditation information.

Searching & Enrolling in Elective Coursework

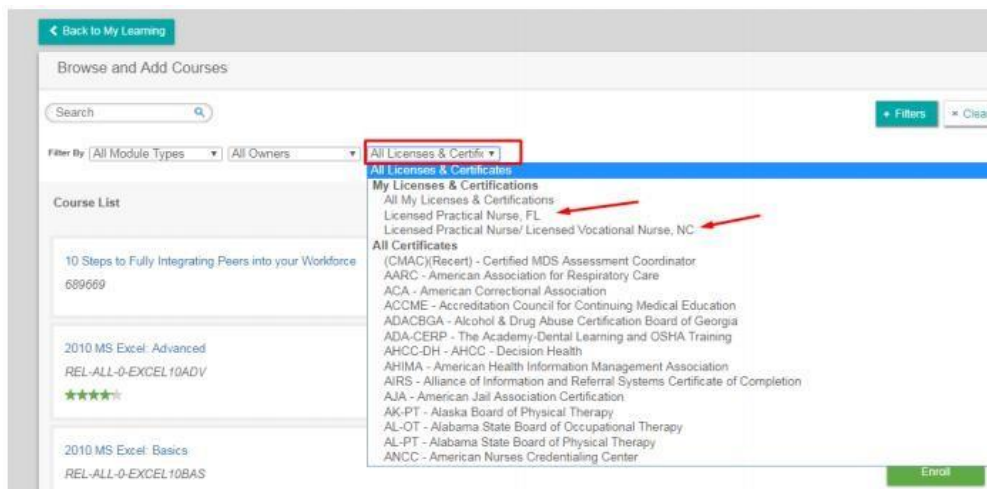
If you wish to take an online course or live training that is not assigned to you, click the “+ Browse Elective Courses” button located under your **Current Training** tab.



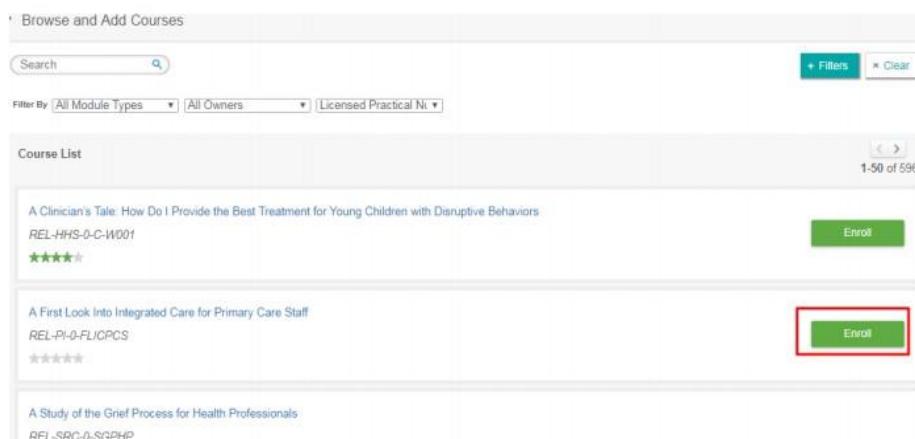
You may search by any combination of course filters including Keywords, Course Topics, or Licenses & Certifications. The Keyword search will return all courses that contain the entered keyword(s) in either the course title or description. Additional search filter options are available under the “+Filters” button.

If you have previously entered your professional license or certification information into the **Licenses & Certifications** tab in the Relias Platform, you will be able to filter and search for Continuing Education (CE) courses according to the license or certification you entered. The **Licenses & Certifications** filter will provide your entries at the top of the filtered list, and this will allow you to search for courses based on your professional license or certification

If you have not entered in your professional license or certification, you are still able to search for CE courses by choosing the certificate and corresponding accrediting body under the same filter, “All Certificates” section.



To enroll in your chosen elective training, click the “Enroll” button. Elective coursework will appear at the bottom of your **Current Training** page. Elective trainings do not have due dates and may be completed at any time.



Licenses & Certifications

It is important to add your professional license or certification to your Relias Platform account for the following reasons:

1. It allows you to search for CE courses according to your professional license or certification
2. It ensures you will be able to filter your completions in the **Transcript** tab and access the correct certificate of completion for your completed CE training
3. Relias Learning does assist with reporting CE completions to *certain* accrediting bodies. To take advantage of direct reporting, your professional license or certification information, including professional license number and renewal date, **must be entered into the system correctly at the time of your course completion.**

Adding Your License or Certification

To add your professional license or certification into your Relias Platform account, select the [Licenses & Certifications](#) tab located in the left navigation bar. On the My Licenses and Certifications page, click the “+ Add My License or Certification” button and fill out the required fields. Once your professional license or certification information has been selected and properly filled out, the Relias Platform will display the board name and various CEU resources at the bottom of that page.

If you do not have a professional license or certification, please select ‘General Staff / Other’ in the Professional Role dropdown.

State & License or Certification

Professional Role *
Nursing (RN, LPN, LVN, APRN)

State *
Florida

License/Certification *
Registered Nurse (RN)

License or Certification Details

Total Hours Required 24	Total Online Hours Accepted 24
Renewal Period * 24 months	Reminder None
Professional Number (License/Certification/Membership) * RN1234567	Next Renewal Date * 08/31/2018

Please check that your Professional License Number begins with the correct alphabetical license prefix. Relias will be unable to report your course completions to CEBroker if your Professional License Number does not begin with the appropriate prefix.

- **Board Name:** Florida Board of Nursing
- **Accepted CEU Approval:** ANCC - American Nurses Credentialing Center, FL-RN - Florida Board of Registered Nursing
- **Board Website:** <http://floridasnursing.gov/>
- **CEU Regulations:** <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=64B9-5>

Cancel Save

These displayed CE resources correspond to your license or certification, and can be accessed at any time in the future as well. You can view the Board Name, Accepted CEU Approval, Board’s Website, and links to the Board’s CE Regulation site. To display this information again later, click “edit” to display the details for the license or certification entry.

My Licenses & Certifications

+ Add My License or Certification

State	Type	Number	Renewal	Renewal Period	Hours	Reminder	
Florida	Licensed Practical Nurse	LPN12345	12/31/2020	12 month(s)		No Reminder	Edit
North Carolina	Licensed Practical Nurse/ Licensed Vocational Nurse	L12345	4/30/2019	12 month(s)		No Reminder	Edit

Navigating Through an Online Course

To access an online course, click on the green 'Take Now' button or click on the course title from your Current Training page. You will be presented with the course content which is broken down into individual lessons, exam(s), and an evaluation.

Learning | Transcript

Current Training | External Training | Pro-on-the-Go

+ Browse Elective Courses

Expand all | Collapse all

Training Plans

SMB Tier II Assessment (Non-Recurring Training Plan) +

Electives

A Study of the Grief Process for Health Professionals
1.75 hours
Withdraw ▶ Take Now

Client Care Training - Competitive Intelligence
0 hours
Withdraw ▶ Take Now

Client Care Training: 4/20 Release Review
0 hours
Withdraw ▶ Take Now

To access a course lesson, select the Start (or Continue) button to launch the course content. Once you have finished a lesson, you may proceed to the next section until you have completed all parts of the course. There are many courses that are programmed to have the exam unlock only after the lesson has been completed in full. If you have difficulty getting the exam to unlock, please see our [Learner Support Portal](#) for troubleshooting assistance.

A HIPAA Primer for Home Health Managers 0.5 hours

+ More Properties

REL-SC-HH-HIPAAP ★★★★★ 3.7 (7)

Lessons and Exams

Start A HIPAA Primer for Home Health Managers ▶

Start Final Exam ▶

My Licenses & Certifications

State	Type	Number	Renewal
FL	Registered Nurse (RN)	RN1234567	8/31/2018

Enter additional license or certification information or edit existing information here.

To print a certificate, you must successfully complete the final exam **and course evaluation**. Completing and passing the final exam may qualify your course as “complete”, but will not allow you to print the completion certificate.

Printing Continuing Education Certificates & Certificates of Completion

To print a CE certificate or certificate of completion, navigate to your **Transcript** tab located under **Assignments** page. From your **Transcript**, you can see all completed coursework, including the course title, final exam grade, due date, and completed date. The certificate icon located beside the course title allows you to print a certificate for that course.

Learning
Transcript

Search Completed Assignments

Filter by + Filter Clear

Type: All Types

Date Range: Specify Dates...

Date Type: Completed on Range

From:

To:

Certificates: All Licenses & Certifications

Show Unmet Skills Checklists

Title	BrainSparks	Grade	Due Date	Completed
2010 MS Outlook: Basics 1.25 hours		100	6/13/2017	3/18/2017
2010 MS Outlook: Intermediate 1.25 hours		100	6/13/2017	3/18/2017
2010 MS Word: Basics 0.75 hours		100	6/13/2017	3/18/2017

If you need to print a certificate for a course and have not completed the course evaluation, you will see a “Complete Evaluation” button that will take you to the course evaluation. *Please note that Relias requires you to complete a course evaluation to obtain any type of completion certificate (CE or No CE).*

Abuse 2.25 hours Complete Evaluation		88	11/30/2015	1/9/2016
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If you do not need CE credit for a course or if the course does not offer CE credit, you are able print a “Certificate of Completion (no CE credit)”. If you have previously entered your professional license or certification information, the **Print Certificate** page will be prepopulated with information needed to print or email a CE certificate for your license or certification. If you have more than one license or certification entered in the Relias Platform, you are able to select multiple license(s) or certificate(s) you would like to print or email a certificate for. This should correspond with the Professional License or Certification you hold.

Print Certificate

Learner Information
Please verify that all information is correct.

Name *

Mailing Address *

City *

State/Province *

Zip/Postal Code *

Phone Number *

Email

Print Certificate

Email Certificate

Cancel

Once you have selected the correct certificate you would like to print, click the Print Certificate button.

****Your pop up blocker must be off for the Print Certificate function to work****

If you do not want to print your certificate, you can opt to email your certificate to any email address.

If you do not have professional license or certificate information filled out, you will be prompted to click the “Manage License(s)/ Certifications” link to fill out required license or certification information, or you may bypass this and print a Certificate of Completion (no CE credit).

If you need to show an approval number or provider number on the certificate, you must choose the correct license and certificate to print.

Certificate Information

[Manage License\(s\)/Certification\(s\)](#)

License(s)/Certification(s)

Nursing (RN, LPN, LVN, APRN) • Registered Nurse (RN) • Florida • RN1234567 ✕

Certificate(s)

Certificate of Completion (no CE credit)

American Nurses Credentialing Center

Florida Board of Nursing CE

Note: The certificate will appear in a pop-up window. Please disable any popup blockers before proceeding or hold down the CTRL key while clicking the Print Certificate button to bypass any blockers.