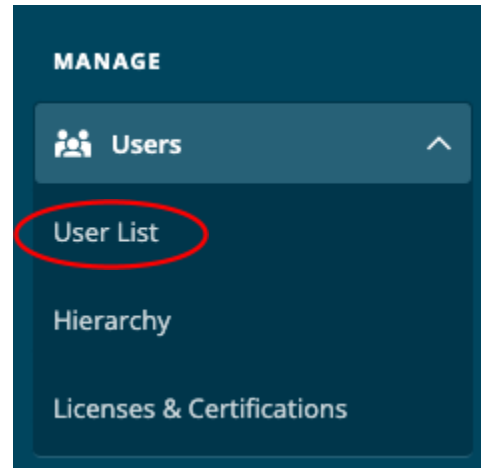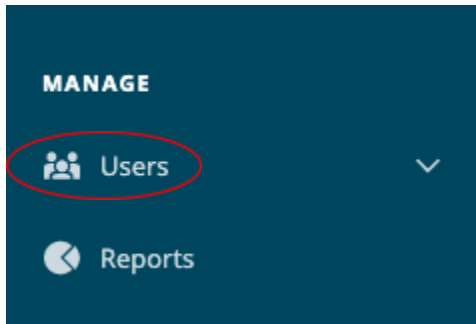When you log in to the Relias system ensure that you are logged in under your Supervisor role.

Follow these steps to get your staff's external training onto their transcript.
Step 1: Go to the Relias Menu on the left of the screen and select Users > User List.

Step 2: Find the employee to whose transcript you will be adding the external course.
Step 3: Select the transcript button which is the open book icon to the left of the learner's name.

Step 4: Once you are in viewing the user's transcript click Add External Course above all filters.

Step 5: Input the information required for the External Training.

Step 6: Utilize the drop-down to select the training you need to add to the transcript.
Step 7: Manually Input the dates for the training. This can be a date range or a single day.

Step 8: Click Submit. Once you submit you can view the external course in the user's transcript.

For Reference:

Within the Relias site, any Section with an asterisk * is a required field in the system. The required field boxes are also a light blue color. The white-colored boxes are optional. There are also grey boxes that are pre-determined by the course creator and cannot be changed. For adding an external course the designations are below:

Required Fields:
- Course Title
- Start Date
- Completed

Optional Fields:
- Exam Score %
- Location
- Cost

Pre-determined Fields:
- Credit Hours
- Purpose

Here are some additional examples of ways to fill out this external course completion section:

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Add External Training - Learner Name

Course Title *

Community Outreach & Development Coordinator Orientation ▼

Start Date *
5/15/2023

Completed *
5/15/2023

Exam Score %

Location

Credit Hours *
0.00

Cost

Purpose
Training of New Assistants

Add Certificate To Upload
Choose File   No file chosen

SUBMIT

CANCEL

‹ Back

Add External Training - Learner Name

Course Title *

Community Nurse Orientation ▼

Start Date *
5/18/2023

Completed *
5/18/2023

Exam Score %
85

Location
Residential Home

Credit Hours *
0.00

Cost

Purpose
Training of New Assistants

Add Certificate To Upload
Choose File   No file chosen

SUBMIT

CANCEL