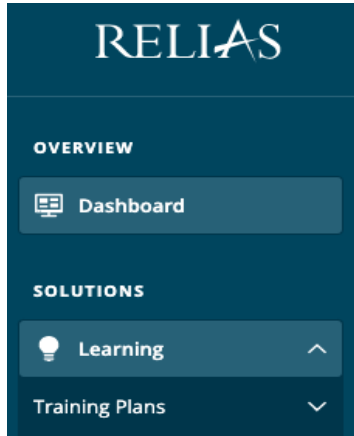
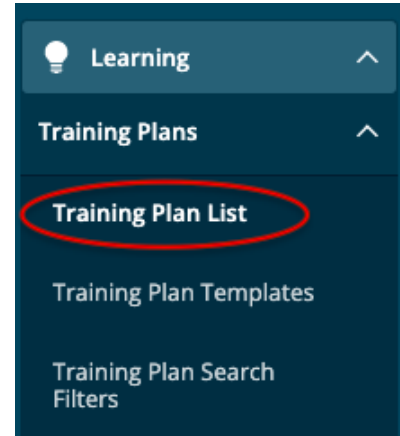


Assigning the RBT training is the same as assigning any training plan. Here is a step-by-step guide on enrolling staff in these training plans.

Step 1: Log in to Relias and go to Training Plans under the Relias' Learning Menu



Under the Training Plans tab select Training Plan List



Step 2: In the Training Plan List search for: "Registered Behavior Technician Series".

**Training Plan List** Export Training Plans | + Create New Training Plan

Filters	HIDE FILTERS					Search
Type	Title	Type ↑	Status	Owner ↓	Assigned	
Owner	CPR/First-Aid Certification	Recurring every 730 days	Approved	The Price Center	33	
Approval	MAP Certification	Recurring every 720 days	Approved	The Price Center	24	
Retail	Formal Fire Safety	One-time Only	Approved	The Price Center	0	
	First Aid Certification	Recurring every 730 days	Approved	The Price Center	31	
	Informal Fire Safety	Recurring every 365 days	Approved	The Price Center	78	


Reset Filters

Note: there are no search filters set to ensure that you are searching through all of the training plans.

Click on Hide Filters to show the full screen view of your search result.

Step 3: Go to the enrollment tab for the training plan by clicking on the button that looks like a person.

SHOW FILTERS Registered Behavior

Title	Type	Status	Owner ↓	Assigned	
Registered Behavior Technician Series	Non-recurring	Approved	Relias Learning	2	

Items per page: 10 1 - 1 of 1

Step 4: Click on Enrollment at the top of the page.

Note: The page will default to the Currently Enrolled tab.

### Training Plan Enrollment: Registered Behavior Technician Series

**TRAINING PLAN PROPERTIES**  
Non-Recurring | + SHOW DETAILS

**AUTO ENROLLMENTS**  
*Allows system to automatically find and enroll learners using a set of attributes, or profiles.* Existing Profiles: You currently have no profiles.  
  
 Automatically un-enroll learners who do not match automated enrollment profiles.

Step 5: Scroll down to the manual enrollment section and begin enrolling users. Here you can search for specific users or scroll through your user list to find who you wish to enroll in the training plan.

### MANUAL ENROLLMENT

These optional settings will override the Training Plan properties of the initial assignment for the learners you find and enroll below.

Initial Due Date  
Specific date  
10/17/2023

**Available Learner(s)** (Learners NOT already enrolled) Search  
Filter By A - Z + Filters x Clear

Enroll 1-100 of 136

	Name & Username	Hierarchy	Job Titles	Hire Date
<input type="checkbox"/>				
<input type="checkbox"/>				

Step 6: Enroll your users. Click the check box to the left of the user's name and click Enroll.

