

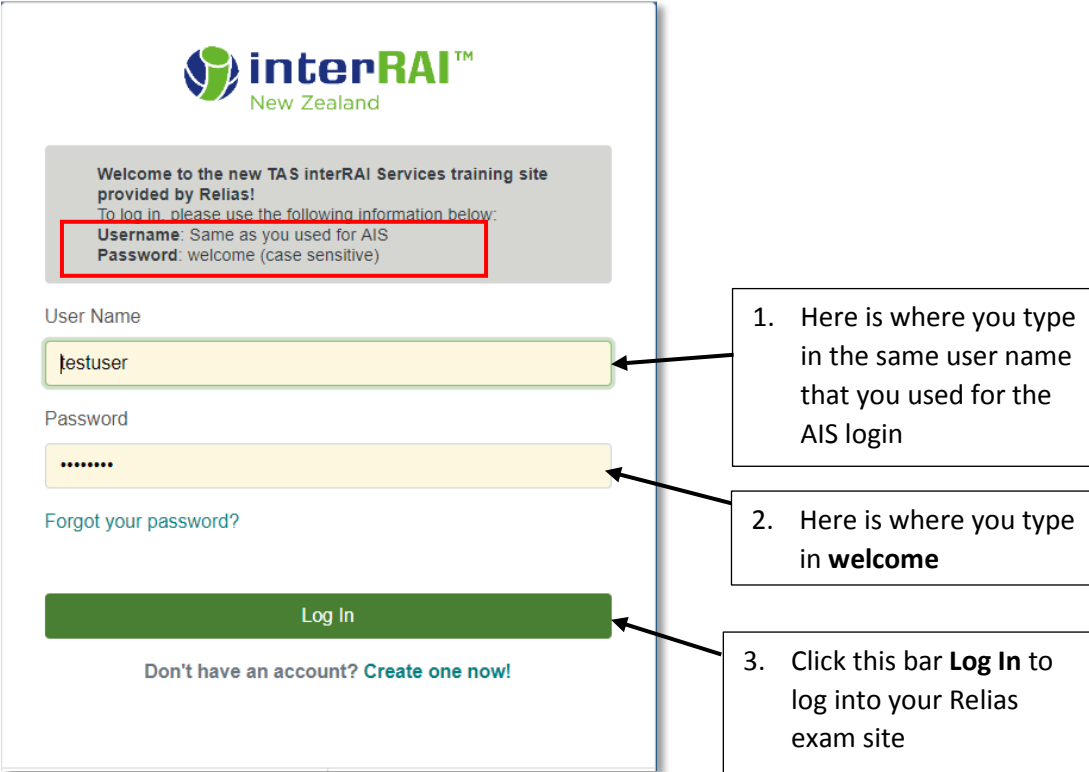
Logging onto Relias for the first time

Step 1:

Copy this URL link into your browser: centraltas.training.reliaslearning.com

Step 2:

This screen will be displayed.



The screenshot shows the login page for interRAI New Zealand. At the top is the logo. Below it is a grey box with the following text: "Welcome to the new TAS interRAI Services training site provided by Relias! To log in, please use the following information below: Username: Same as you used for AIS Password: welcome (case sensitive)". A red box highlights this information. Below the welcome message are two input fields: "User Name" with the text "testuser" and "Password" with masked characters ".....". A link "Forgot your password?" is below the password field. At the bottom is a green "Log In" button and a link "Don't have an account? Create one now!". Three numbered callouts point to the input fields and the Log In button:

1. Here is where you type in the same user name that you used for the AIS login
2. Here is where you type in **welcome**
3. Click this bar **Log In** to log into your Relias exam site

Step 3:

Upon first login, answer the security questions (this will allow you to click the 'Forgot your password?' link in the future to retrieve forgotten usernames or passwords)

You will also need to change your password as you log in for the first time.

Step 4

Your Relias home screen will display:

The screenshot shows the interRAI New Zealand home screen. The top right corner features a 'Learner' dropdown menu and a user profile icon. A callout box points to the profile icon with the text: 'Select this icon to change your password and update your profile'. The main content area is divided into three sections: 'Learning Summary', 'Learning', and 'Transcript'. The 'Learning Summary' section displays 'Compliance Rate: 0%', 'Average Grade: -', and 'Total Courses Taken: 1'. The 'Learning' section has tabs for 'Current Training' and 'External Training'. Under 'Current Training', there is a '+ Browse Elective Courses' button and a 'Training Plans' section. Two training plans are listed: 'interRAI HC NZ: 11 Contact Assessment - 2018' (Due 1/29/2019) and 'interRAI HC NZ: 05 Coding Part 2 TRAINEE - 2018' (Due 10/22/2018). Each plan has a 'Take Now' button. A callout box points to the 'Take Now' button for the first plan with the text: 'Any exams that are not due yet will display with a faded Take Now tab'. Another callout box points to the 'Take Now' button for the second plan with the text: 'Any exams that are now due will display with a bolded Take Now tab'. The 'Transcript' section is currently empty.

Step 5:

The screenshot shows the user profile dropdown menu. The menu is open, displaying the user's name 'Test User' and two options: 'My Account' and 'Log out'. A callout box points to the user profile icon with the text: 'Click this icon to move to update your profile and password and click My Account'.

My Account - Test User
Edit Profile Information

Name & Login

First Name *
Test

Last Name *
User

User Name *
testuser

Organization ID
• 12123

Change Password

Confirm Password

Save

Cancel

1. Use these fields to change your password

2. Use the side scroll bar to move down the screen to complete the security questions and other required fields

3. When you have completed all required fields click **Save**

Step 6:

HC Assessor - Comp (Recurring Training Plan)

interRAI HC NZ: 05 Coding Part 2 TRAINEE - 2018 1 hour	Due 10/22/2018	Take Now
interRAI HC NZ: 01 Concepts - 2018 1 hour	Due 11/7/2018	Take Now

When you are ready to complete your exams click the **Take Now** tab

Step 7:

This is only available to assessors who opt to add their health professional registration number 'license' on the profile page

Select this icon to be taken to the online learning modules

Select this icon to be taken to the exam

This field will display all completed exams

interRAI™
New Zealand

OVERVIEW

Assignments

Connect

Lessons and Exams

Optional Mastering interRAI™ HC ▶

Start Final Exam ▶

Evaluation and Certificates

Print Certificate

My Licenses & Certifications

You do not currently have any license or certificate information stored.

If you would like to receive CE credit, please enter your license or certificate information.

Available Certificates

This course has no certificates.

For questions on:
Exam, Evaluation, Certificate
Click '?' in top right to navigate to Help & Resources. Click Request Help to email Relias Customer Support.

For additional support select the **Resources** icon to view the menu of support items:

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Learner

OVERVIEW

Assignments

Licenses & Certifications

HELP

Connect

Resources

Support and Tutorials

- How to Use Relias
- Learner Quick Guide
- Licenses & Certifications Guide
- Creating a Master Account
- Relias LMS System Requirements
- Request Help