

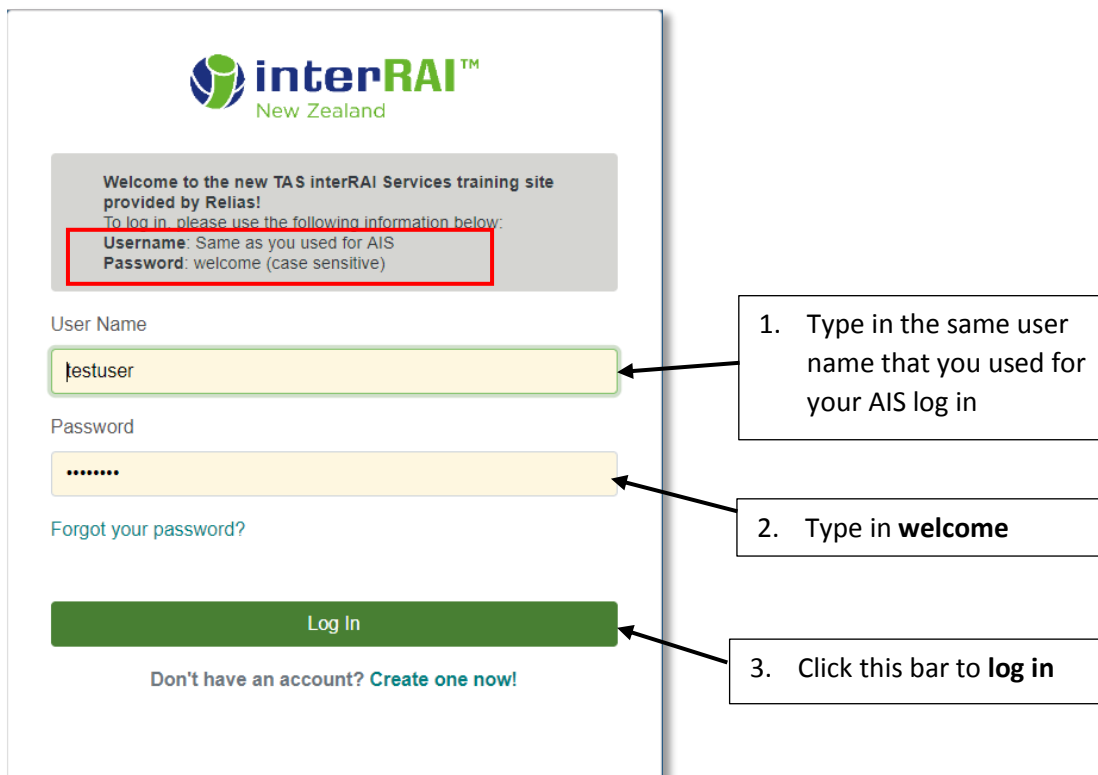
# Logging in to Relias for the first time

## Step 1

Copy this URL link into your browser: <https://centraltas.training.reliaslearning.com>

## Step 2

This screen will be displayed.

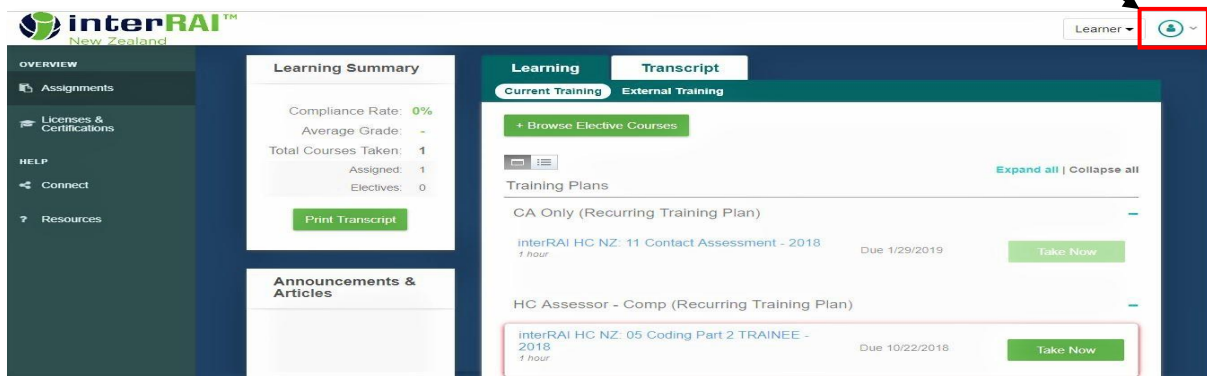



The screenshot shows the interRAI New Zealand login page. A grey box contains the following text: "Welcome to the new TAS interRAI Services training site provided by Relias! To log in, please use the following information below: Username: Same as you used for AIS Password: welcome (case sensitive)". Below this, there are input fields for "User Name" (containing "testuser") and "Password" (containing "\*\*\*\*\*"). A "Forgot your password?" link is present. A green "Log In" button is at the bottom, with a link "Don't have an account? Create one now!". Three callout boxes provide instructions: 1. "Type in the same user name that you used for your AIS log in" pointing to the User Name field; 2. "Type in **welcome**" pointing to the Password field; 3. "Click this bar to **log in**" pointing to the Log In button.

## Step 3

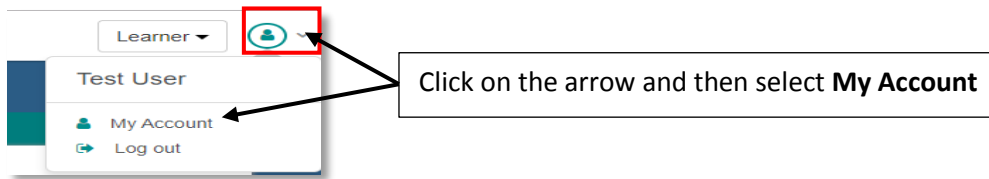
Your Relias home screen will display:

Select this icon to change your password and update your profile



The screenshot shows the Relias home screen. The top navigation bar includes the interRAI logo and a "Learner" dropdown menu with a user profile icon. The main content area is divided into three sections: "OVERVIEW" (Assignments, Licenses & Certifications, HELP, Connect, Resources), "Learning Summary" (Compliance Rate: 0%, Average Grade: -, Total Courses Taken: 1, Assigned: 1, Electives: 0, Print Transcript button), and "Learning" (Transcript, Current Training, External Training). The "Current Training" section lists two training plans: "CA Only (Recurring Training Plan)" and "HC Assessor - Comp (Recurring Training Plan)".

## Step 4



## Step 5

**My Account - Test User**

**Edit Profile Information**

**Name & Login**

First Name \*

Last Name \*

User Name \*

Organization ID  
• 12123

**Change Password**

Confirm Password

Security Question \*

Security Answer

**Contact Info**

Email \*

Password Reset Email (Optional)

**Professional Information**

Organization \*

Additional Hierarchy Access

Job Titles \*

Departments \*

Employment Types \*

User Location \*

Ethnicity \*

Complete all required fields then click **Save**

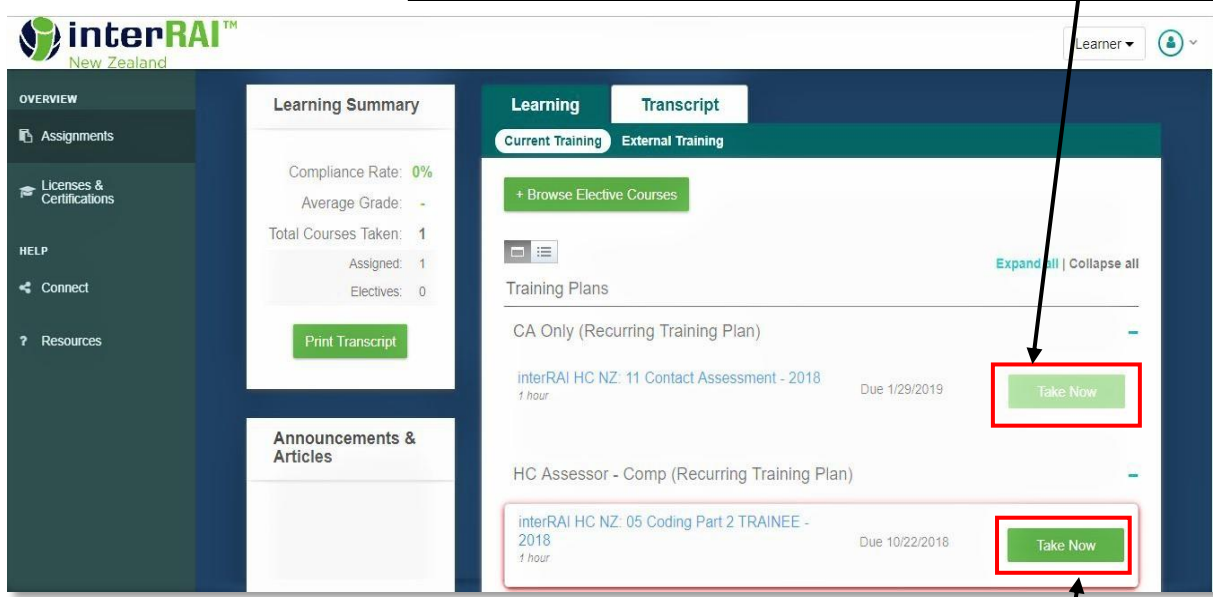
Save  
Cancel

Required fields

## Step 6

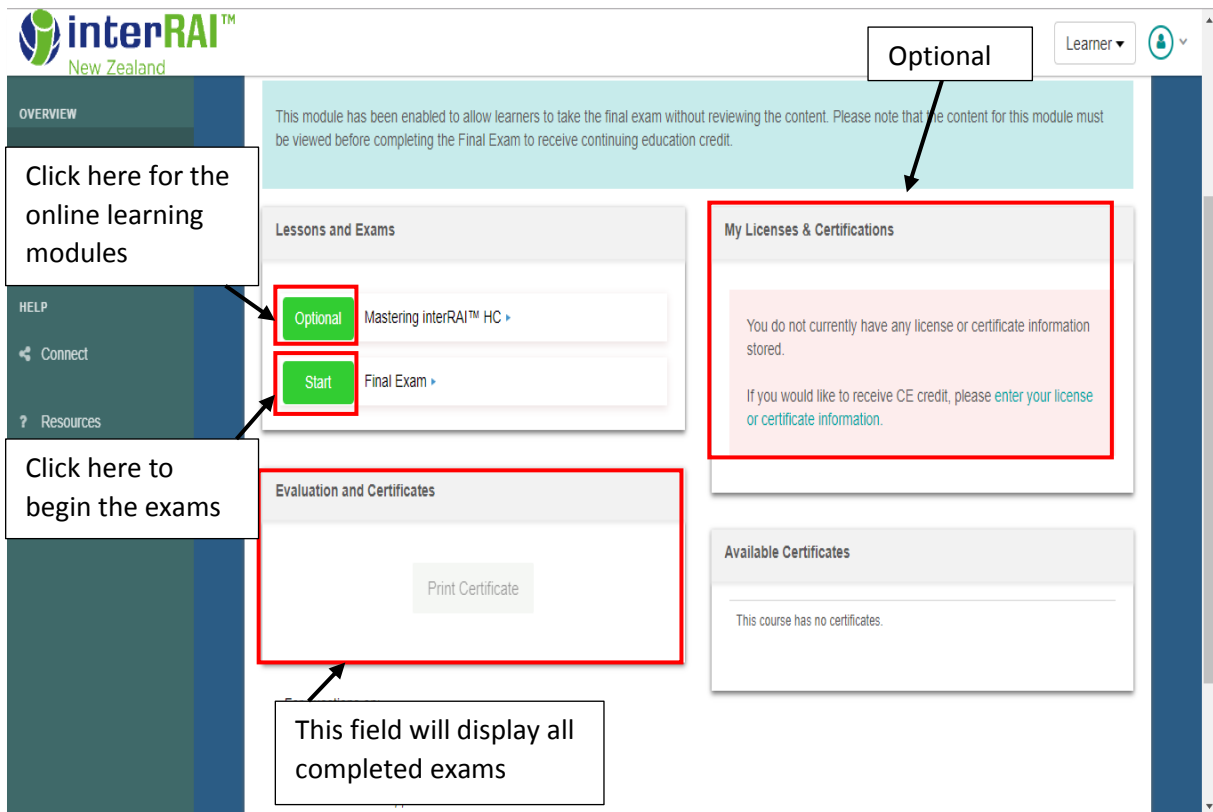
Your Relias home screen will display:

Exams that are not due will display with a faded **Take Now** tab



Exams that are due for completion will display with a bolded **Take Now** tab

## Step 7



Optional

This module has been enabled to allow learners to take the final exam without reviewing the content. Please note that the content for this module must be viewed before completing the Final Exam to receive continuing education credit.

Lessons and Exams

Optional Mastering interRAI™ HC ▶

Start Final Exam ▶

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.

Evaluation and Certificates

Print Certificate

Available Certificates

This course has no certificates.

Click here for the online learning modules

Click here to begin the exams

This field will display all completed exams

## Step 8

Select **Resources** to view the menu of support topics.

