

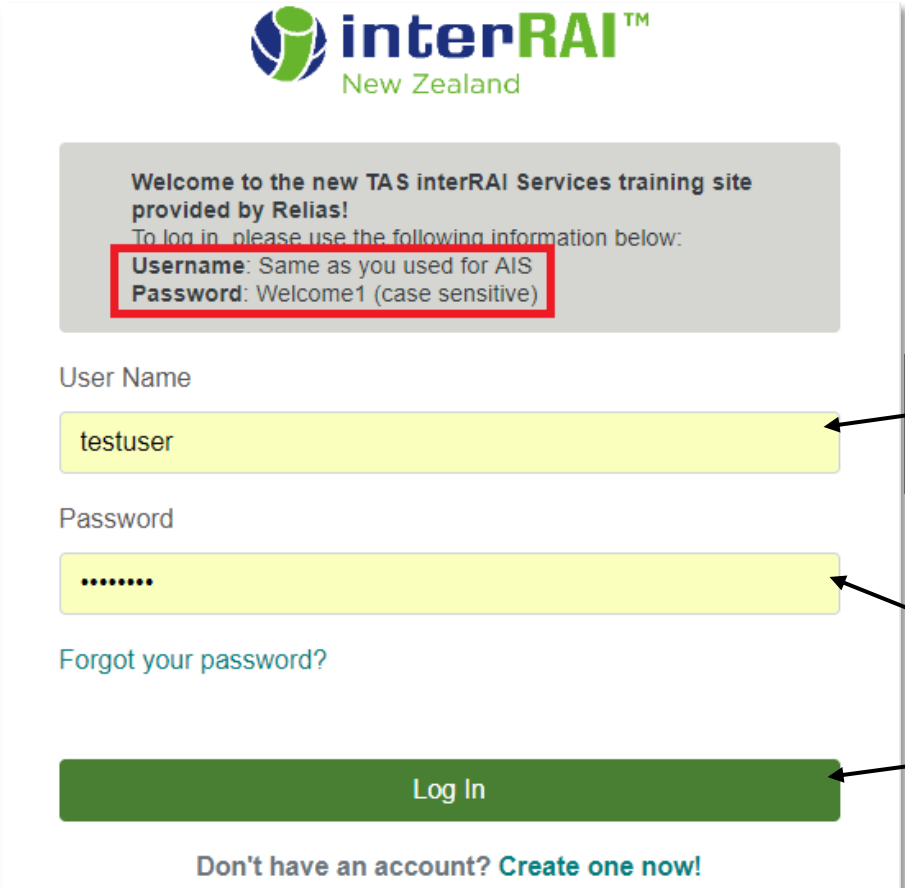
Logging onto Relias for the first time

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 interface for the interRAI New Zealand training site. At the top is the interRAI New Zealand 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: Welcome1 (case sensitive)". The "Username" and "Password" lines are highlighted with a red box. Below this is a "User Name" label and a text input field containing "testuser". Below that is a "Password" label and a text input field with masked characters ".....". To the right of the input fields are two callout boxes: "1. Here is where you type in the same user name that you used for the AIS login" pointing to the User Name field, and "2. Here is where you type in Welcome1" pointing to the Password field. Below the password field is a link "Forgot your password?". At the bottom is a green "Log In" button, with a callout box "3. Click this bar Log In to log into your Relias exam site" pointing to it. Below the button is a link "Don't have an account? Create one now!".

interRAI™
New Zealand

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: Welcome1 (case sensitive)

User Name
testuser

Password
.....

[Forgot your password?](#)

Log In

Don't have an account? [Create one now!](#)

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 **Welcome1**

3. Click this bar **Log In** to log into your Relias exam site

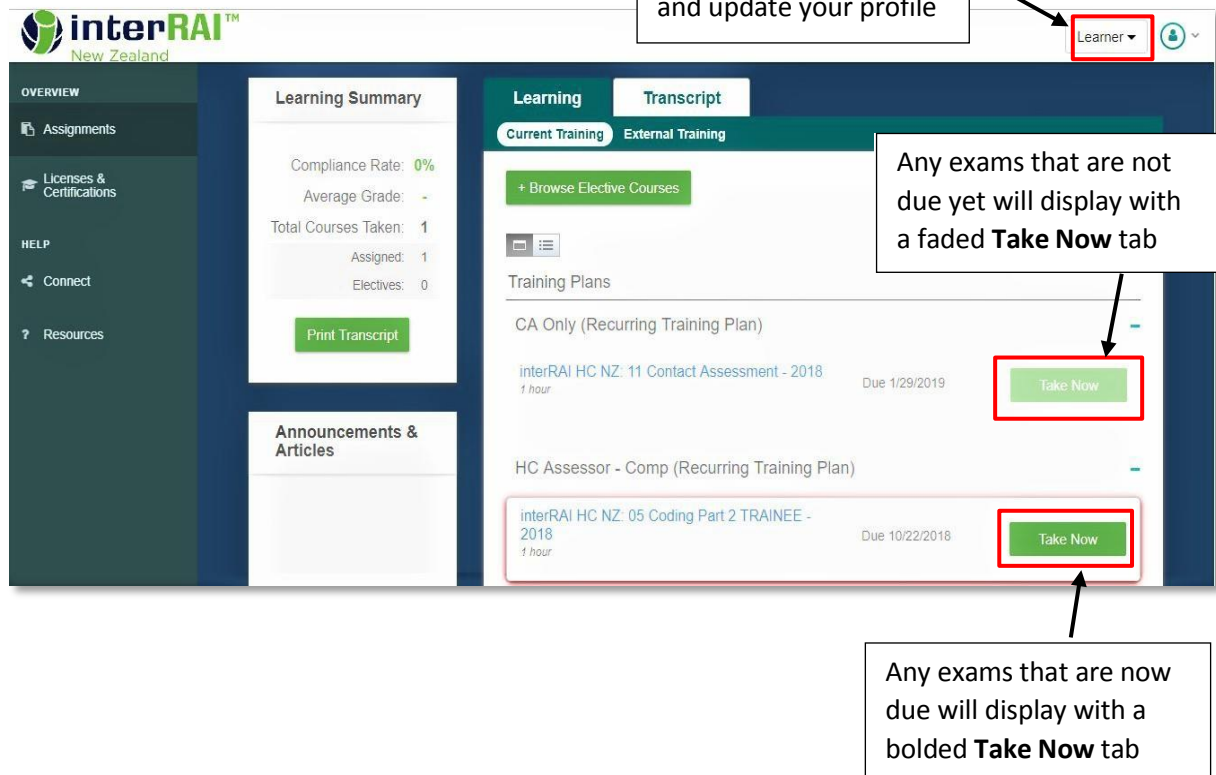
Step 3:

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

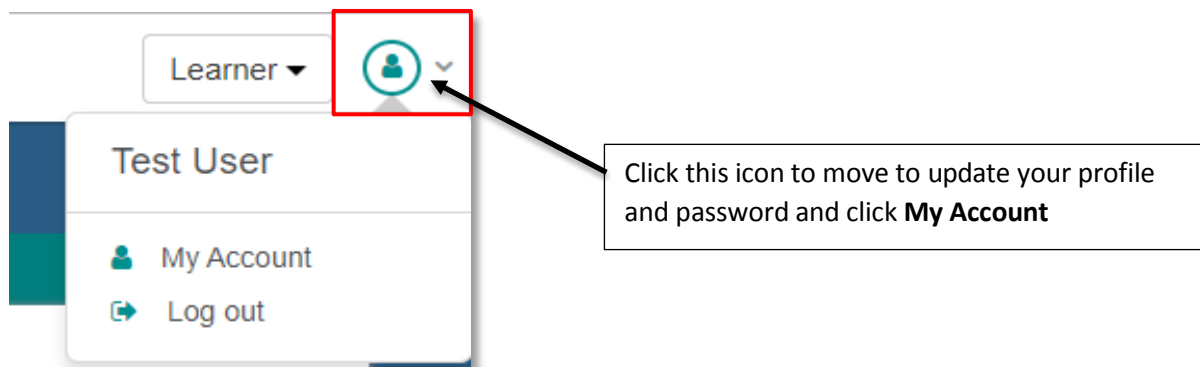
Your Relias home screen will display:



The screenshot shows the Relias home screen with the following elements and annotations:

- Top Right:** A dropdown menu labeled "Learner" with a user icon. An annotation points to it: "Select this icon to change your password and update your profile".
- Left Sidebar:** Contains navigation links: OVERVIEW, Assignments, Licenses & Certifications, HELP, Connect, and Resources.
- Learning Summary:** Displays compliance rate (0%), average grade, total courses taken (1), assigned (1), and elective (0). A "Print Transcript" button is present.
- Learning Tab:** Shows "Current Training" and "External Training" sections.
 - Current Training:** Lists training plans with "Take Now" buttons.
 - interRAI HC NZ: 11 Contact Assessment - 2018 (Due 1/29/2019): The "Take Now" button is faded. An annotation points to it: "Any exams that are not due yet will display with a faded **Take Now** tab".
 - interRAI HC NZ: 05 Coding Part 2 TRAINEE - 2018 (Due 10/22/2018): The "Take Now" button is bolded. An annotation points to it: "Any exams that are now due will display with a bolded **Take Now** tab".

Step 5:



The screenshot shows the user profile dropdown menu with the following elements and annotation:

- Dropdown Menu:**
 - Test User
 - My Account (with a user icon)
 - Log out (with a logout icon)
- Annotation:** An arrow points to the user icon in the dropdown menu: "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

Save

Cancel

Change Password

Confirm Password

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

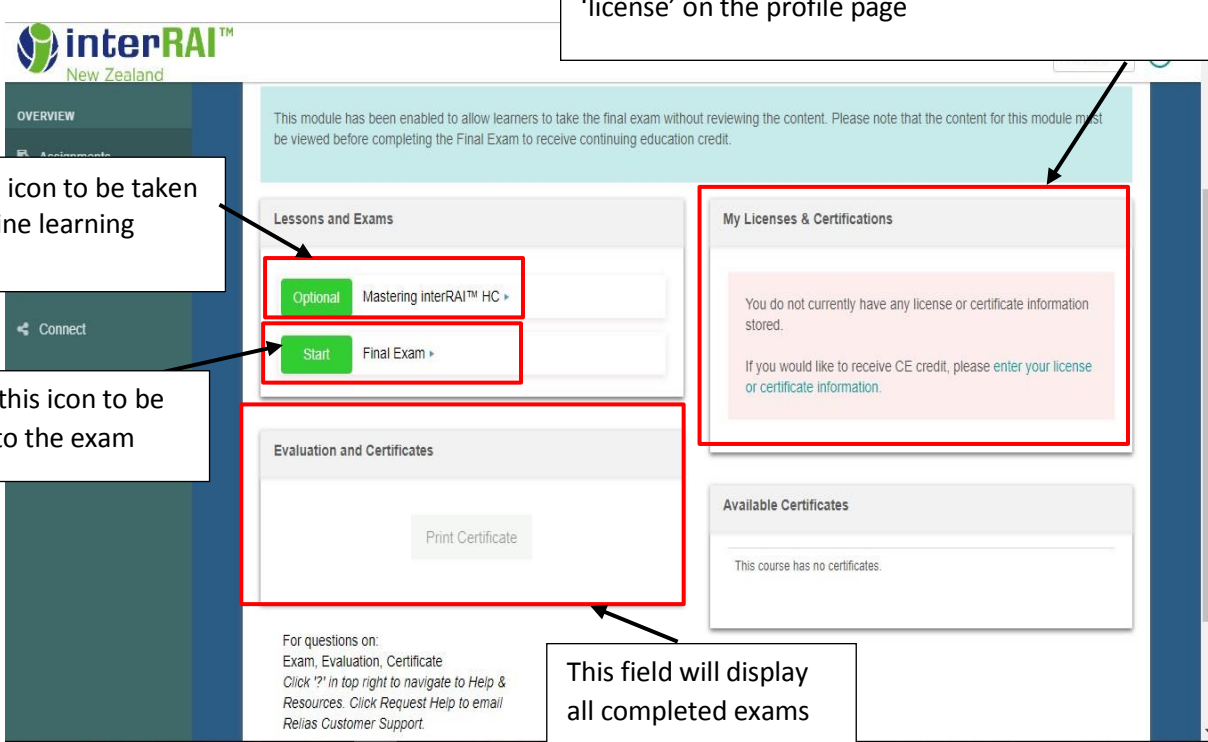
1 hour

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

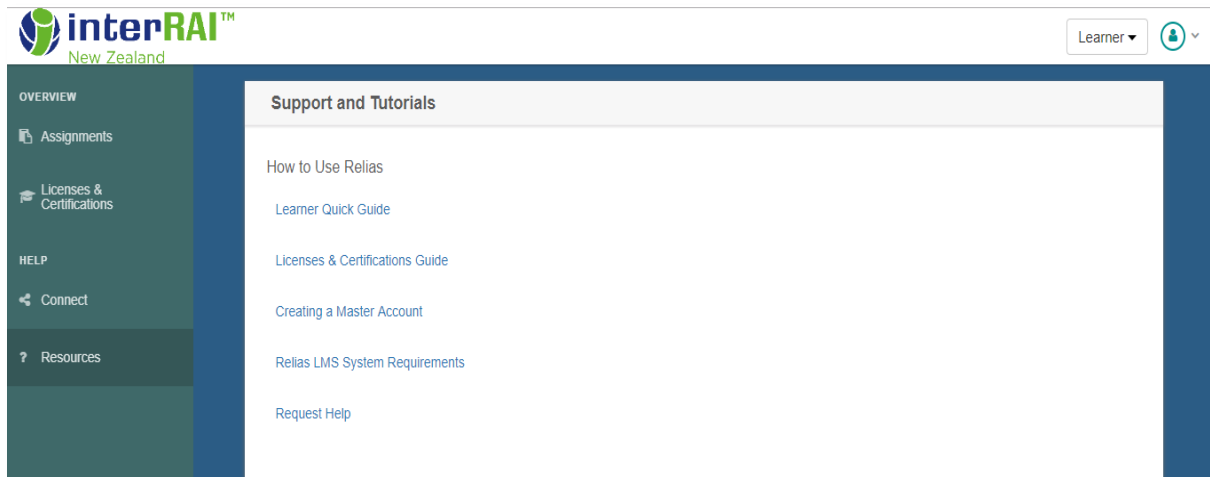
Select this icon to be taken to the online learning modules

Select this icon to be taken to the exam

This field will display all completed exams

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:



Support and Tutorials

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