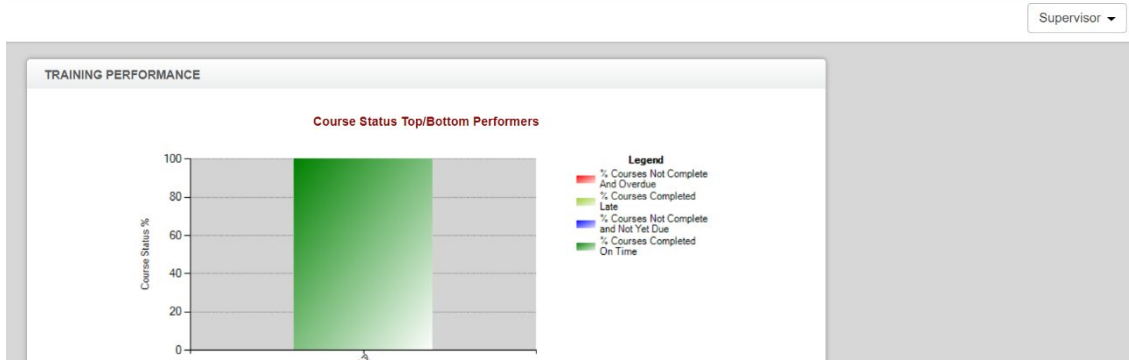


How to approve of license and other uploads in Relias

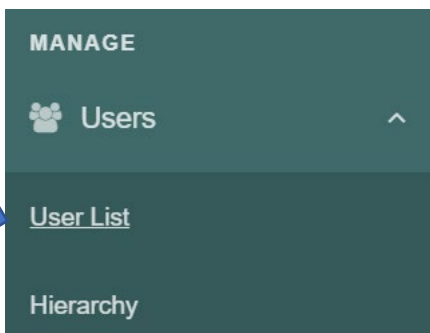
1. Log into Relias. You'll be at the dashboard. Make sure you are logged in as a Supervisor.



2. Click on the Users link on the left side of the screen.



Then click on User List.



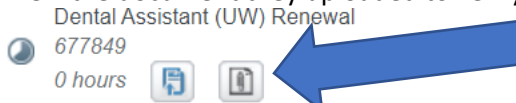
3. Click on the little open book next to the employee's name.



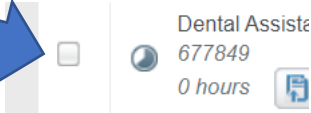
4. Scroll down the list until you find the training or license that requires your approval.

20113-0991-200-10000 1 hour	Course	100%	12/10/2019		12/31/2019	12/10/2019
Dental Assistant (UW) Renewal 677849 0 hours	Requirements Tracker		4/29/2020		3/12/2020	
Dental Assistant (UW) Renewal 677849	Requirements	100%	8/7/2018		3/13/2018	3/13/2018

5. View the document they uploaded to verify their renewal date.

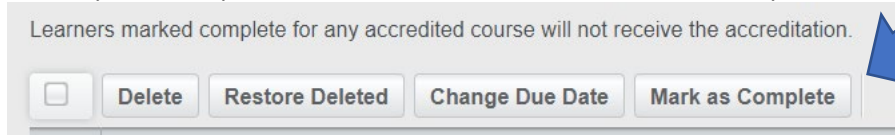


6. Click the little check box to the right of the training.

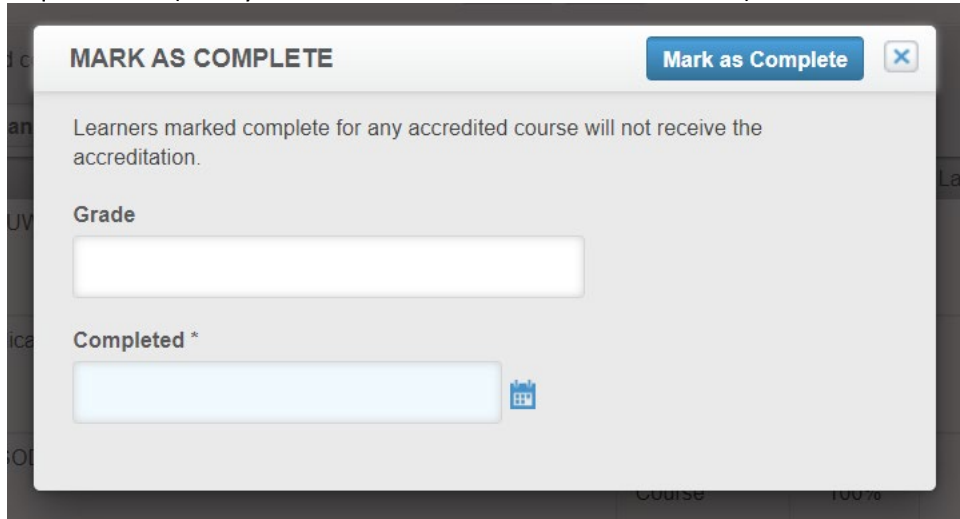


How to approve of license and other uploads in Relias

7. Scroll up to the top of the screen and click on the “Mark As Complete” box.



8. In the dialog box, give them 100 for their score, and then type in the date they completed the requirement. (The system will re-calculate their new due date)



9. Seal the deal by clicking on “Mark As Complete”.
10. Voila! You’re done!