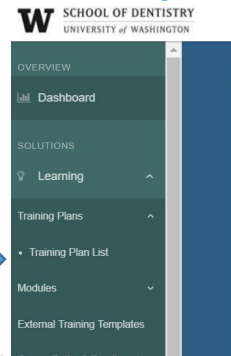


How to enroll a learner into a training plan

Most people are automatically enrolled into training plans based on their User Category (e.g. CLNFAC, CLNSTF, ADSTAF, etc). Some training plans, however, require manual enrollment (for example: **Dental License, DA License, Dental Hygienist**). The SODIT Help Desk should be manually enrolling individuals into these training plans when the individual joins the SOD. In the event your person was not enrolled and needs to be enrolled in a training plan, follow these instructions.

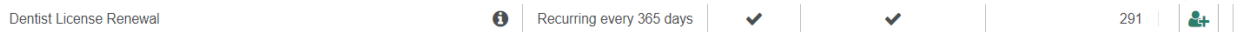
1. Log in to Relias with your UW NetID: <https://dental.washington.edu/compliance/compliance-training/> If you do not have a UW NetID, log in to Relias here: <https://uwdental.training.reliaslearning.com/>



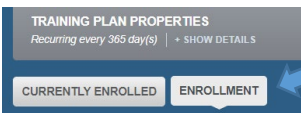
2. Once you are in, click on the Training Plan List in the left navigation area.
3. Locate the training plan associated with the renewable license:

- Dental License
- Hygienist License
- DA License
- Moderate Sedation Permit
- Nitrous Permit
- BLS Renewal

4. Click on the little person icon at the far right of the training plan row



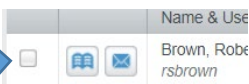
5. Go to the "Enrollment" tab (this is important, because the default tab is "currently enrolled").



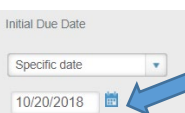
6. Search for the user name



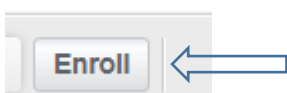
7. Click on the checkbox to the left of the user's name



8. Scroll up and adjust the Initial Due Date to correspond to the next time they will renew their license.



9. Click on the Enroll button



How to enroll a learner into a training plan

10. This adds the individual into the “Requirements Tracker” training plan that will allow them to upload a copy of their license into Relias. Note: Separately, individuals can *also* go into their own Licenses and Certifications dialog box and upload more details about their license. These two areas of Relias (Requirements Tracker and Licenses and Certifications) are completely separate and not connected in any way.

Problems or issues? Contact the SODIT Help Desk at sodit@uw.edu or 206.616.3591.