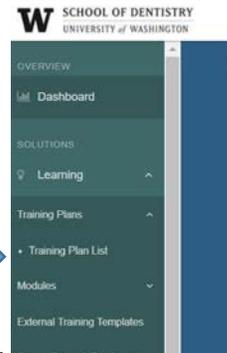


# How to enter License, Permit or Certification in Relias

## Part A: for Administrators/Supervisors only:

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.



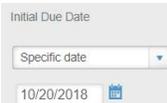
6. Search for the user name



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 last time they renewed their license.



9. Click on the Enroll button



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.

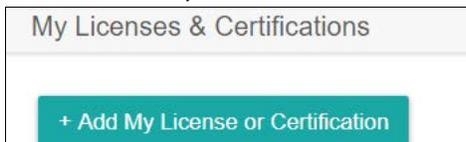
# How to enter License, Permit or Certification in Relias

## Part B: for anyone (Learners, Supervisors and/or Administrators):

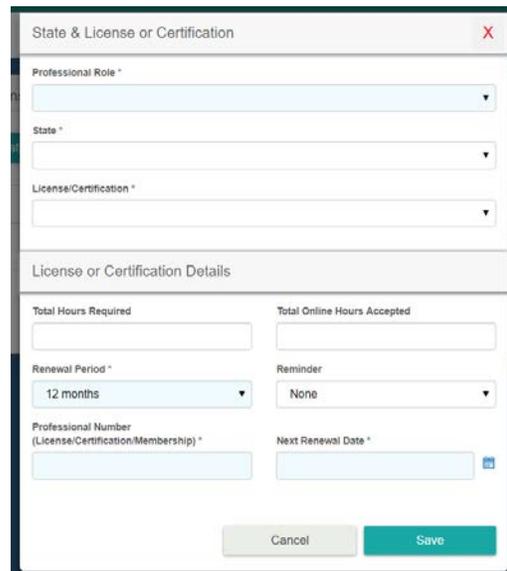
1. Log in to Relias with your UW NetID: <https://dental.washington.edu/compliance/compliance-training/> If you do not have a UW NetID, log in to Relias here: <https://uwdental.training.reliaslearning.com/>
2. Once you are in, click on the Licenses & Certifications on the left side of the screen:



3. Click on Add My License or Certification



4. Using the drop-downs, choose Dental Professional, the state (most likely Washington), and select the License/Certification that best corresponds (it may be limited to "Dental Professional").

A screenshot of a form titled 'State & License or Certification'. The form has a close button (X) in the top right corner. It contains several fields:

- Professional Role \* (dropdown menu)
- State \* (dropdown menu)
- License/Certification \* (dropdown menu)
- License or Certification Details section with:
  - Total Hours Required (text input)
  - Total Online Hours Accepted (text input)
  - Renewal Period \* (dropdown menu, currently set to '12 months')
  - Reminder (dropdown menu, currently set to 'None')
  - Professional Number (License/Certification/Membership) \* (text input)
  - Next Renewal Date \* (text input with a calendar icon)

At the bottom, there are 'Cancel' and 'Save' buttons.

5. Enter your license's information. You can set a reminder, or leave it at "None."
6. Save your changes.

Problems or issues? Contact the SODIT Help Desk at [sodit@uw.edu](mailto:sodit@uw.edu) or 206.616.3591.