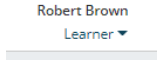
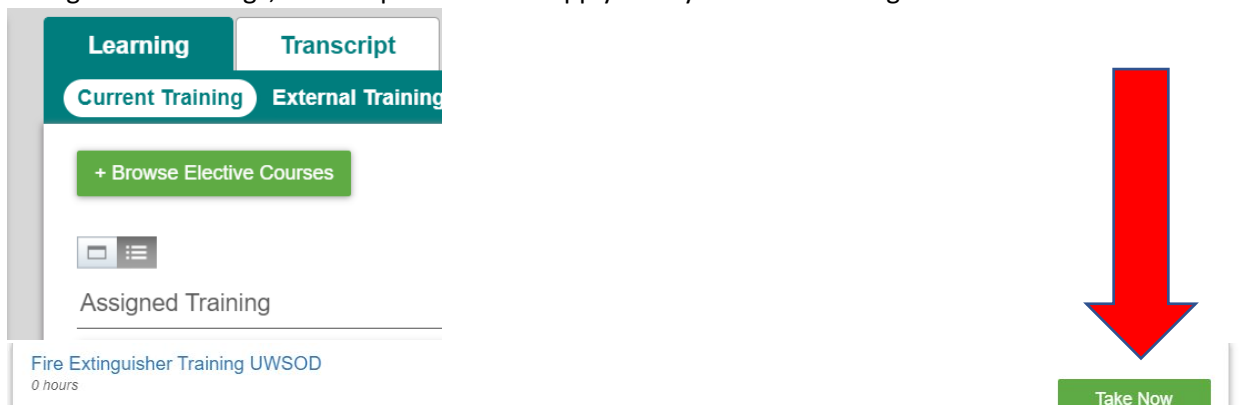


## How to record external completion information into Relias

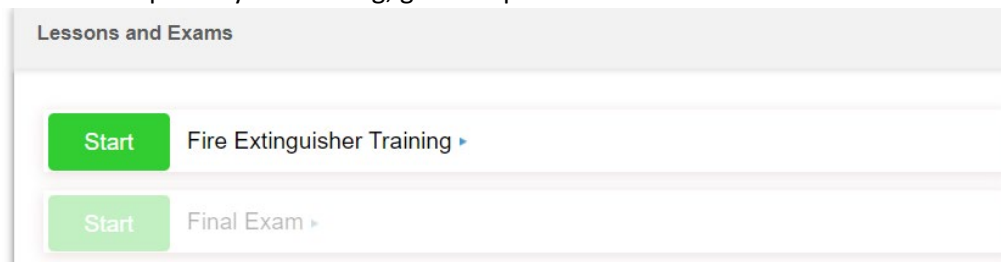
Some trainings take place outside of Relias. When you take a training assignment outside Relias (for example at an Environmental Health and Safety web site), you may get an email or a web message congratulating you on completing your training. Note, however, that ***you must return to Relias to record your completion.***

1. Log into Relias.
2. Make sure you are in "Learner" mode (upper right drop-down box). 
3. On the main screen, locate your assigned training. For illustration purposes, we are using "Fire Extinguisher Training", but this process could apply to any external training.



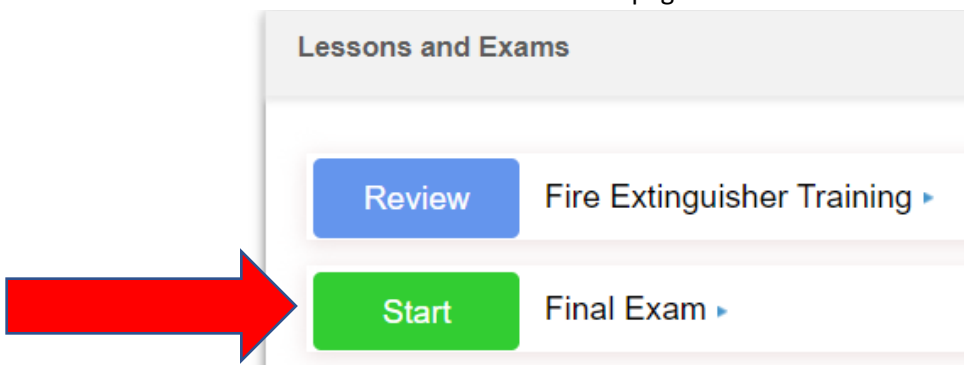
The screenshot shows the Relias interface with tabs for 'Learning' and 'Transcript'. Under 'Learning', there are sub-tabs for 'Current Training' and 'External Training'. A green button labeled '+ Browse Elective Courses' is visible. Below that is a section titled 'Assigned Training' which lists 'Fire Extinguisher Training UWSOD' with '0 hours' remaining. A large red arrow points from the top right towards a green 'Take Now' button located at the bottom right of the training entry.

4. Click on "Take Now".
5. If necessary, click on the Start button at the top to launch the training module. Once you have completed your training, go to step 5 below.



The screenshot shows the 'Lessons and Exams' section with two items listed: 'Fire Extinguisher Training' and 'Final Exam'. Each item has a green 'Start' button to its left.

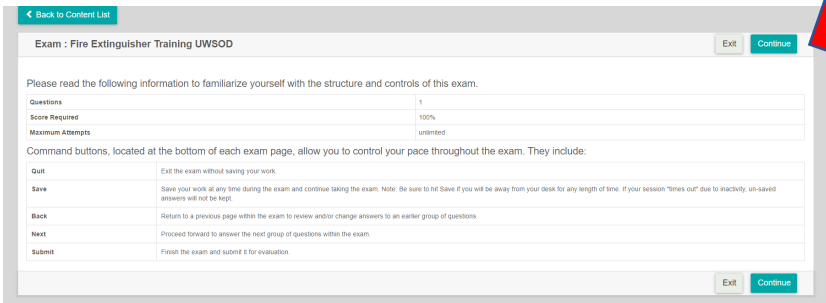
6. Return to the Lessons and Exams page and click on the Start button to take the Final Exam:



The screenshot shows the 'Lessons and Exams' section with two items listed: 'Fire Extinguisher Training' and 'Final Exam'. The 'Fire Extinguisher Training' item has a blue 'Review' button and a green 'Start' button. The 'Final Exam' item has a green 'Start' button. A large red arrow points from the left towards the 'Start' button for the 'Final Exam'.

# How to record external completion information into Relias

7. Click on the Continue button



Exam : Fire Extinguisher Training UWSOD

Exit Continue

Please read the following information to familiarize yourself with the structure and controls of this exam.

Questions	1
Score Required	100%
Maximum Attempts	unlimited

Command buttons, located at the bottom of each exam page, allow you to control your pace throughout the exam. They include:

Quit	Exit the exam without saving your work.
Save	Save your work at any time during the exam and continue taking the exam. Note: Be sure to hit Save if you will be away from your desk for any length of time. If your session "times out" due to inactivity, un-saved answers will not be kept!
Back	Return to a previous page within the exam to review and/or change answers to an earlier group of questions.
Next	Proceed forward to answer the next group of questions within the exam.
Submit	Finish the exam and submit it for evaluation.

Exit Continue

8. Take the quiz or click on the radio button to attest you have completed the training, and hit the "SUBMIT" button to record your completion.



Exam : Fire Extinguisher Training UWSOD

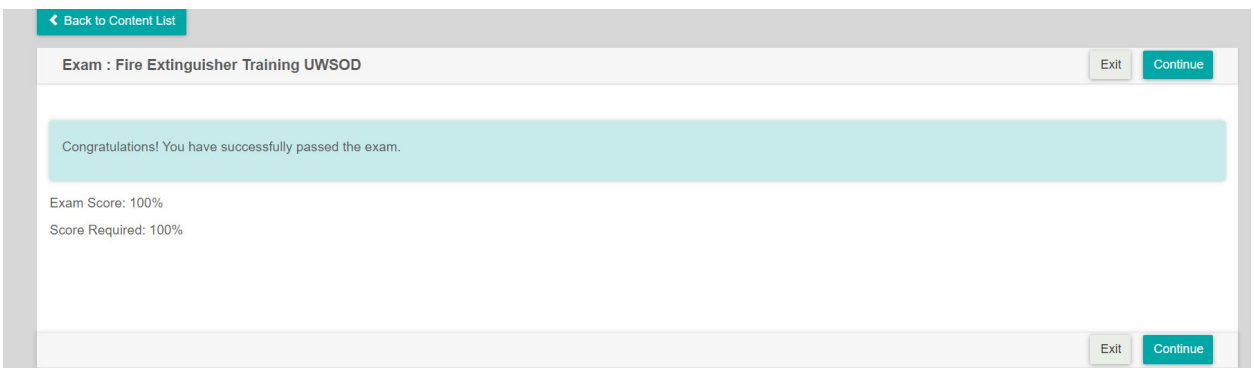
1.

I have completed the Fire Extinguisher Training.

Quit Save

Submit

9. Click on "Continue".



Exam : Fire Extinguisher Training UWSOD

Exit Continue

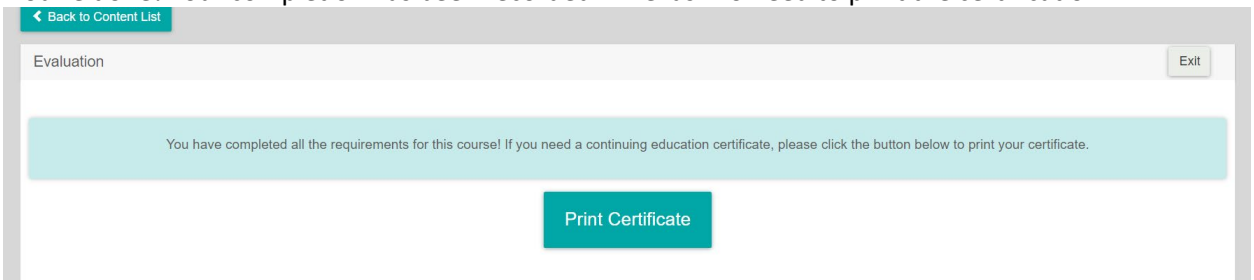
Congratulations! You have successfully passed the exam.

Exam Score: 100%

Score Required: 100%

Exit Continue

10. You're done! Your completion has been recorded in Relias. No need to print the certification.



Evaluation

Exit

You have completed all the requirements for this course! If you need a continuing education certificate, please click the button below to print your certificate.

Print Certificate