How to review and approve individual user trainings and licenses in Relias

1. Log in to Relias: https://dental.washington.edu/compliance/compliance-training/

2. Click on "Users" in the left navigation bar
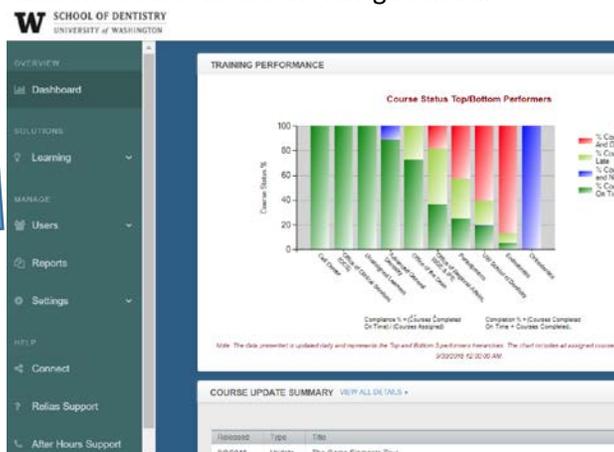
3. Click on User List
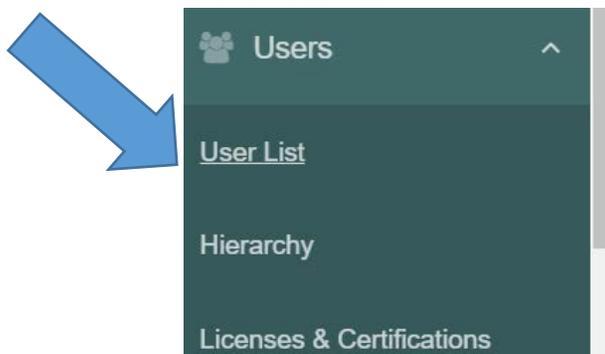
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4. Search for User by any portion of their first or last name, or email address
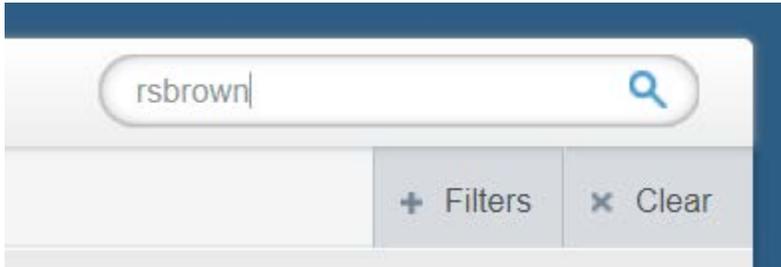
5.
6. Click on the open book symbol
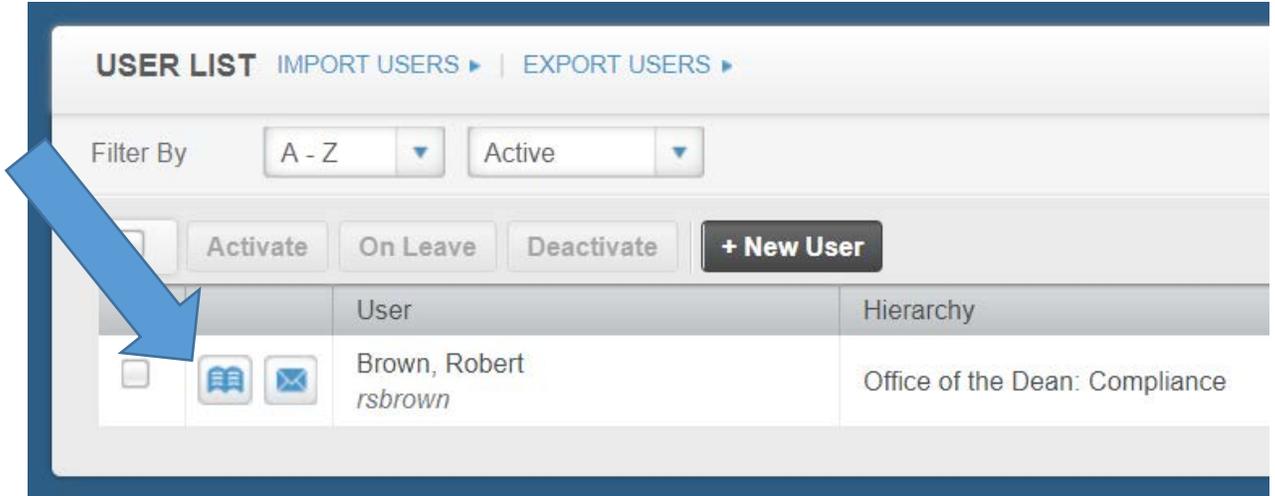
7. Review their training:
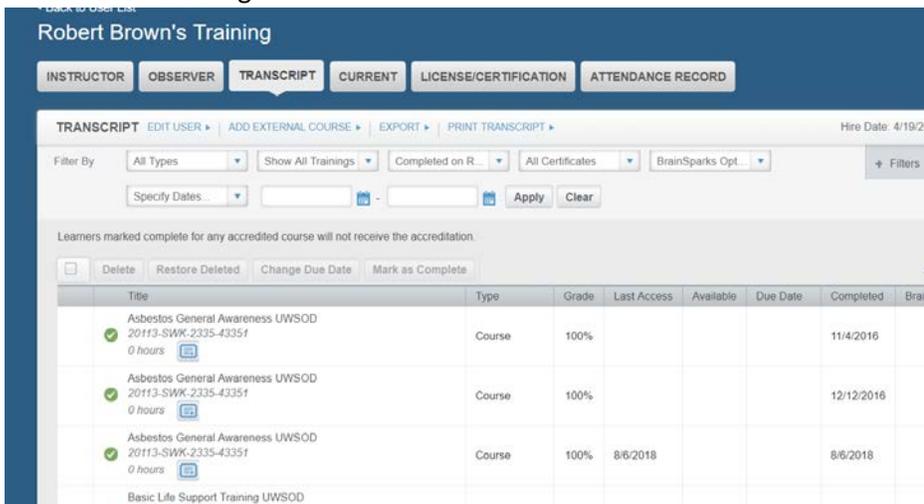
8. If they have uploaded a license image for your review, click on the checkbox next to the license:
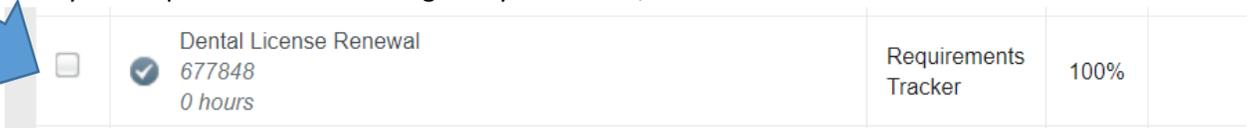
9. Scroll up to the top and click on "Mark As Complete"

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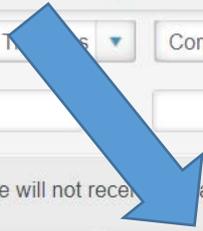
10. Give them a grade (100) and use this year's renewal date as their date completed.

Save!