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

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



#### Log In with Single Sign-on



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4. Search for User by any portion of their first or last name, or email address



Click on the open book symbol

USER LIST IMPORT USERS . EXPORT USERS .								
Filter By A - Z	Active							
Activate	On Leave Deactivate + New Us	er						
	User	Hierarchy						
	Brown, Robert rsbrown	Office of the Dean: Compliance						

#### 7. Review their training:

	OR OBSER	VER TRANSCRIPT	CURRENT	LICENSE	CERTIFICA	TION	TTENDANCE F	RECORD			
TRANSC	RIPT EDITUS	ER + ADD EXTERNAL C		ORT - PRIN	IT TRANSCRIP	PT 8				Hire Date	4/19/20
Filter By	All Types	Show All T	rainings 🔹 C	ompleted on F	R 🔻 🗛	l Certificates	Brain	nSparks Opt			Filtors
	Specify Dat	es •			Арр	ly Clear					
Learners r	narked complete	for any accredited course	will not receive th	e accreditation	1						
	alata Pastor	n Deleted Change D	a Data Mark	a Complete							
	Title	e beleted Change bu	ie Date - mark i	is complete	Type	Grade	Last Access	Available	Due Date	Completed	1 Brain
	Asbestos Ge 20113-SWK- 0 hours	neral Awareness UWSOD 2335-43351	1		Course	100%				11/4/2016	
	Asbestos Ge 20113-SWK- 0 hours	meral Awareness UWSOD 2335-43351			Course	100%				12/12/2016	
	Asbestos Ge 20113-SWK- 0 hours	neral Awareness UWSOD 2335-43351			Course	100%	8/6/2018			8/6/2018	
	Basic Life Su	upport Training UWSOD									
	-										

2		Ø	Dental License Renewal 677848 0 hours	Requirements Tracker	100%	
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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.

MARK AS COMPLETE		Mark as Complete	×	
Learners marked complete for any accreditation.	accredited course will r	ot receive the		Bra
Grade				
Completed *				
	i			ccess

Save!