

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

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

Compliance Training

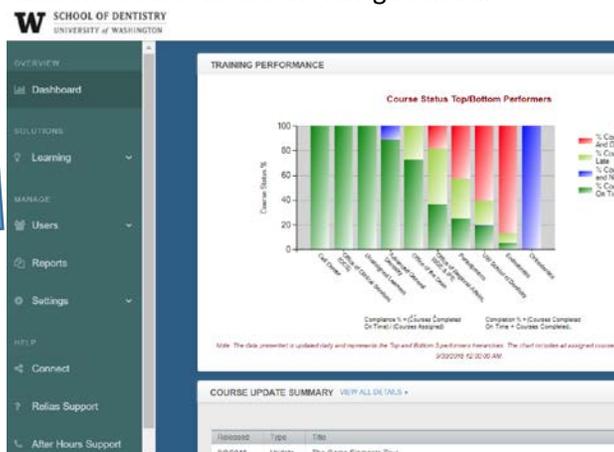
General compliance training is required for all School of Dentistry workforce members.

[Login with UW NetID](#)

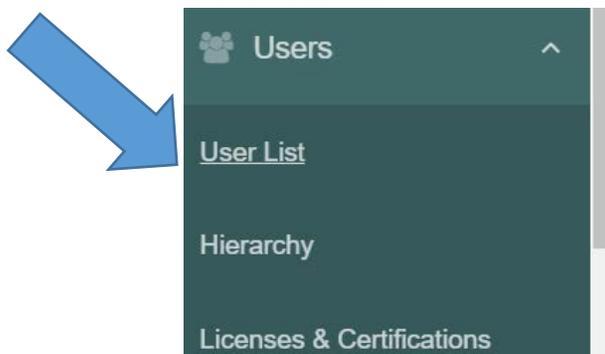
Don't have a UW NetID? Login with your Relias account [here](#).

Log In with Single Sign-on

2. Click on “Users” in the left navigation bar

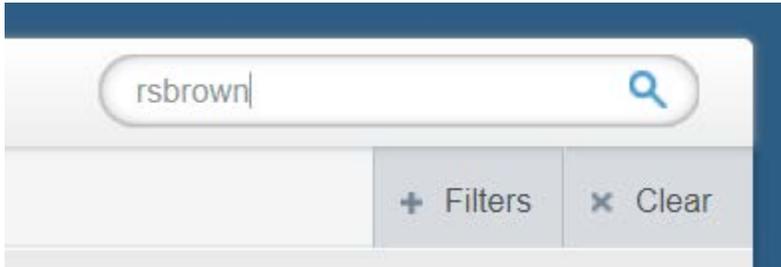


3. Click on User List

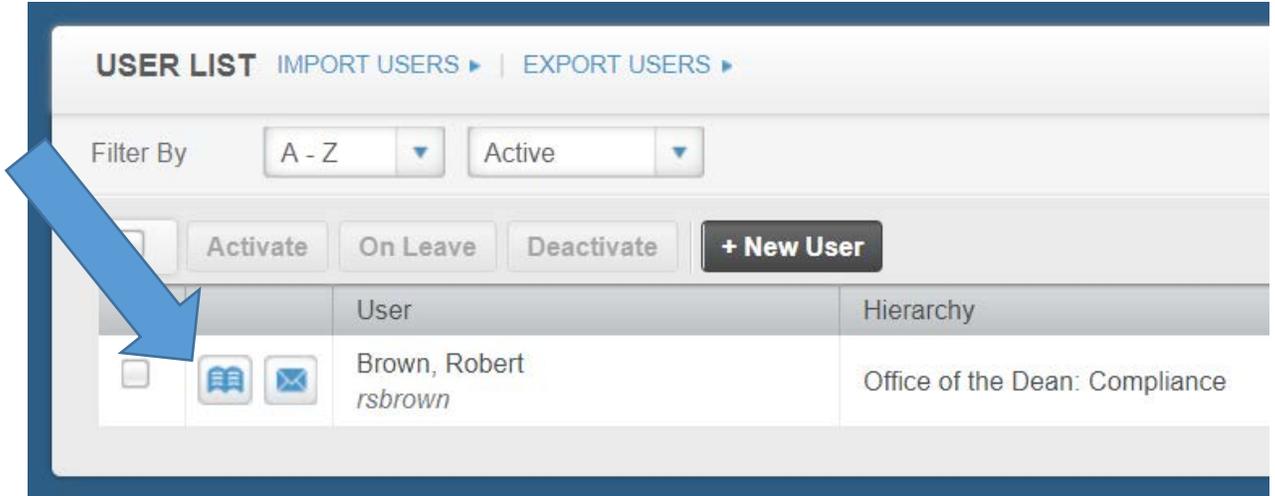


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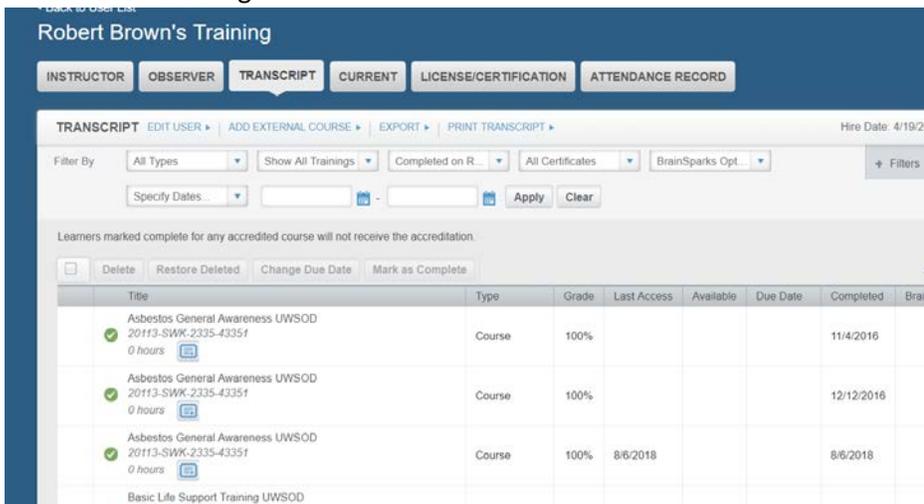
4. Search for User by any portion of their first or last name, or email address



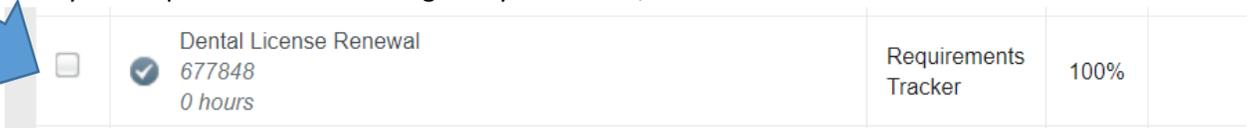
- 5.
6. Click on the open book symbol



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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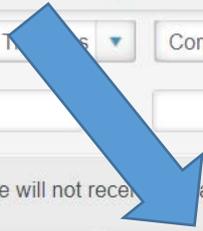
TRANSCRIPT EDIT USER ▶ ADD EXTERNAL COURSE ▶ EXPORT ▶ PRINT TRAN

Filter By All Types ▼ Show All Trainings ▼ Completed on R... ▼

Specify Dates... ▼

Learners marked complete for any accredited course will not receive accreditation.

Delete Restore Deleted Change Due Date Mark as Complete



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 accredited course will not receive the accreditation.

Grade

Completed *



Save!