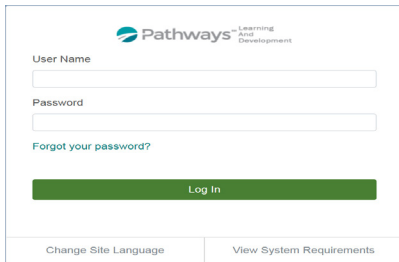


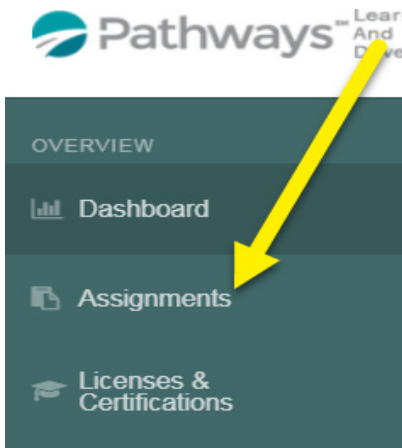
Job Aid to enroll in the **Productivity and Time Management** on-demand course

Step 1: Log-in to the Pathways LMS (Relias) by clicking on the below link (or copy and paste it into your internet browser)
<https://pathwayshealth.training.reliaslearning.com>



The screenshot shows the login page for Pathways Learning And Development. It features a logo at the top left, followed by a 'User Name' input field, a 'Password' input field, and a 'Forgot your password?' link. A green 'Log In' button is positioned below the password field. At the bottom, there are two links: 'Change Site Language' and 'View System Requirements'.

Step 2: Click on your **Assignments** tab at the top of your screen

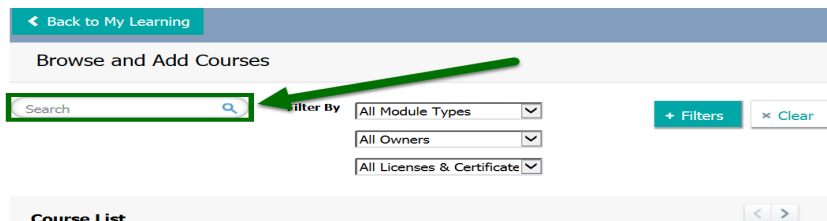


Step 3: Click on the **+ Browse Elective Courses** button at the top of your Current Training list.



Step 4: Type the on-demand course code or title in the bar at the top of the Browse and Add Courses window, then click on the magnifying glass or press enter on your keyboard.

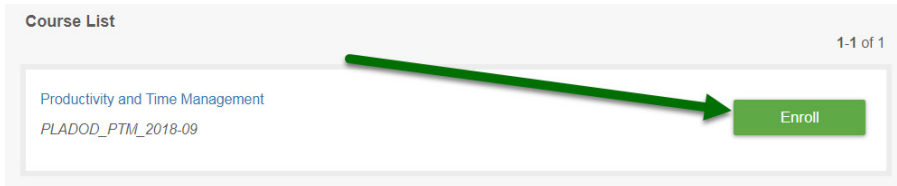
- The "**Productivity and Time Management**" on-demand course code is PLADOD_PTM_2018-09



Job Aid to enroll in the **Productivity and Time Management** on-demand course

Step 5: Scroll down the course list until you locate your course. When you locate the correct course click on the **Enroll** button

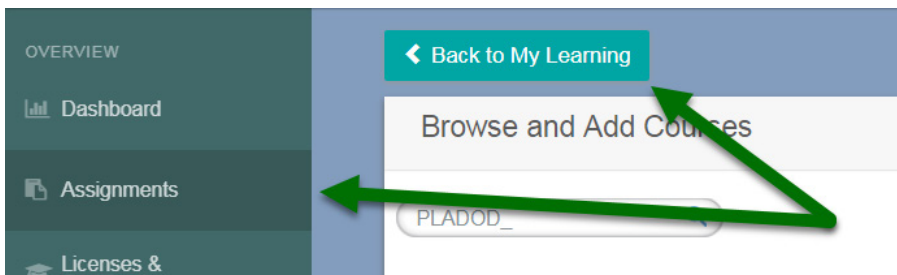
- The "**Productivity and Time Management**" on-demand course code is PLADOD_PTM_2018-09



Step 6: After successfully enrolling into the course you will get a message that says,

You have been successfully registered for your chosen course(s).

Step 7: To access the training you can click on the **Assignments** tab or the **Back to My Learning** button to access your Current Training.



Step 8: From your current training plan, scroll down to your electives and click on the course title to open the course or the **Take Now** button.

