

## Job Aid to enroll staff in the

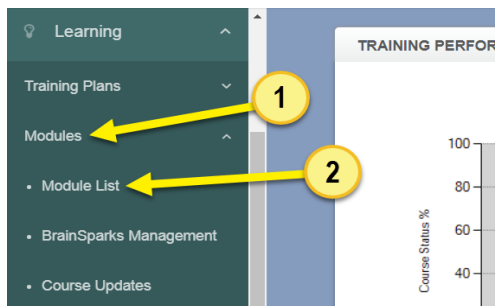
# **Productivity and Time Management** on-demand course

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>

Step 2: Click on your **Learning** tab on the left of your screen

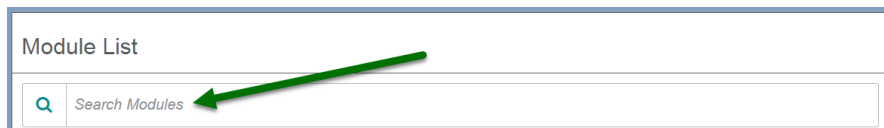



Step 3: Under the **Learning** drop down list, click on the **Modules** drop down list, then click on the **Module List** button under the modules:




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

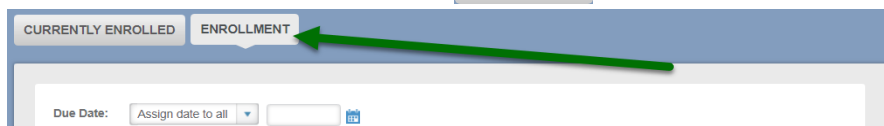


Step 5: Scroll down the course list until you locate the course. When you locate the correct course click on the  button

- The "Productivity and Time Management" on-demand course code is PLADOD\_PTM\_2018-09

| Title  | Type   | Approved | Enrolled  |
|--|--------|----------|---|
| Productivity and Time Management<br>PLADOD_PTM_2018-09 | Course | ✓        | 3  |

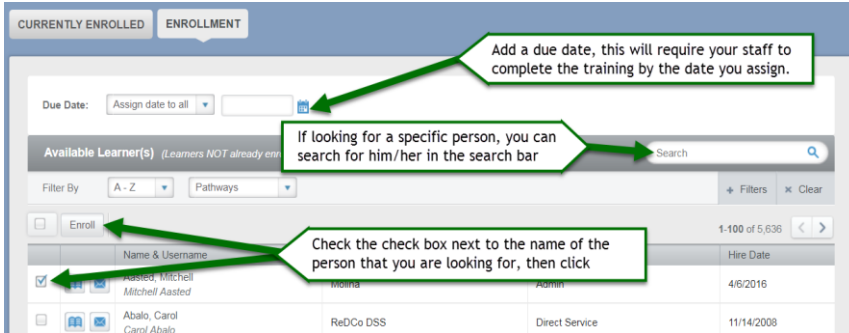
Step 6: From the enrollment screen click on the **ENROLLMENT** tab



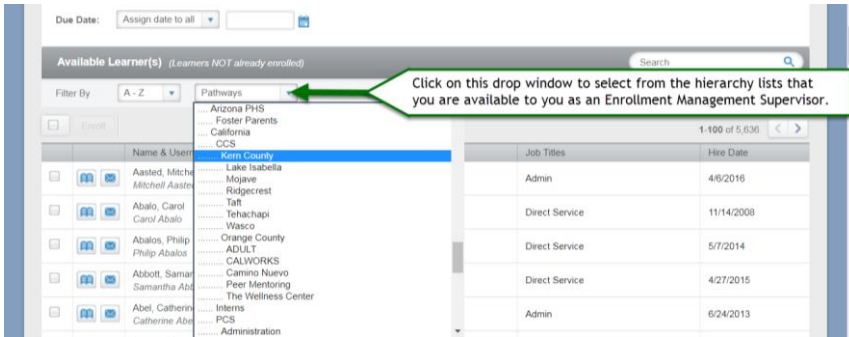
# Job Aid to enroll staff in the Productivity and Time Management on-demand course

Step 7: From the Enrollment page, you can search for a specific learner or group of learners.

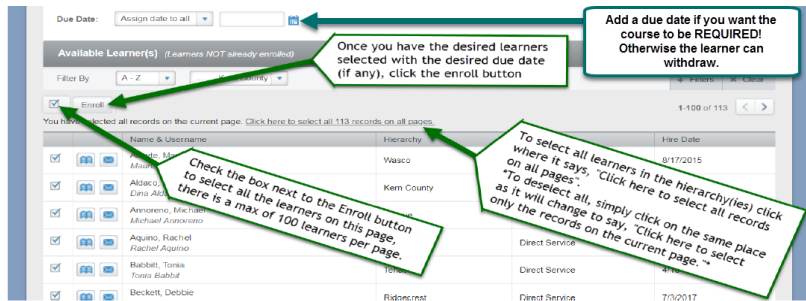
- Here is what you do to enroll 1 or multiple learners on a screen.



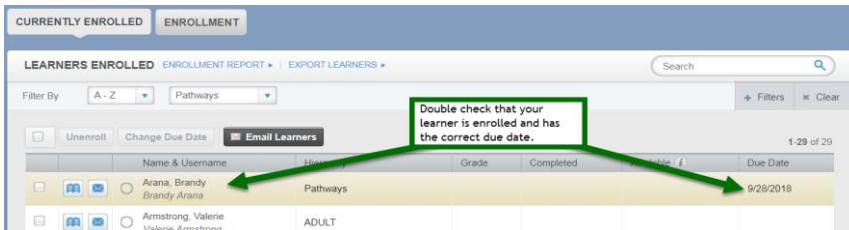
- Here is how you search for a specific group of learner and enroll the entire group



**\*PLEASE NOTE\*** Given your access in the system, you may or may not see all of the hierarchies and learners shown in these examples.



Step 8: To double check that all your desired learners have been enrolled, click on the **CURRENTLY ENROLLED** tab to review the list of learners, in your hierarchy(ies) that are currently enrolled.



If your learner looks like this  Arana, Brandy Brandy Arana, that is ok. Sometimes it may take a few minutes for the

learner to be fully enrolled in the training. In very rare cases it may require the system to refresh over night.

If you see this and it still shows as "Enrollment queued" the next day, please reach out to us at [Learning@pathways.com](mailto:Learning@pathways.com)