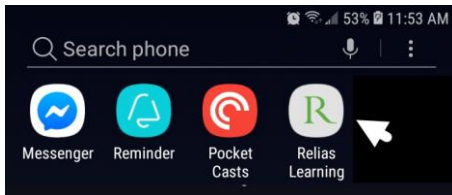


Taking Training in the Relias Mobile App

A few differences to remember when using the mobile app

- You cannot use the Forgot My Password reset features on the mobile app, You will have to use the website if you forget your password.
- Not all trainings are app friendly. If some trainings on your assignments list are grayed out, this means that they will not render properly in the app.
- You cannot self-enroll in new trainings in the app, like you can on the website. You can only select and take trainings that are already assigned to you.



Launch the Relias Mobile App on your smart phone or mobile device

If you have not yet installed the APP, for instructions see [Job Aid for Installing the Relias Mobile App](#).

A screenshot of the Relias mobile app login screen. The word "RELIAS" is at the top in a large, green, serif font. Below it, there are three input fields: "User Name" with the text "Another Test", "Password" with a masked password ".....", and "Organization ID" with the text "100". Below the input fields, there is a message: "We need more information to log you in. Please enter your Org ID. Need help? Contact your Administrator." The background is white with a light green border.

Log into Relias with your Username and Password

LOGIN TIPS:

Your login credentials are the same on the app as they are on your computer.

Your Username is typically LastName<space>FirstName

You may be asked for an Organization ID if your name is similar to a Relias Customer at another company.

The Pathways Organization ID = **100**



Launch training from your Assignments List

By default the app opens in your **Assignments** list.

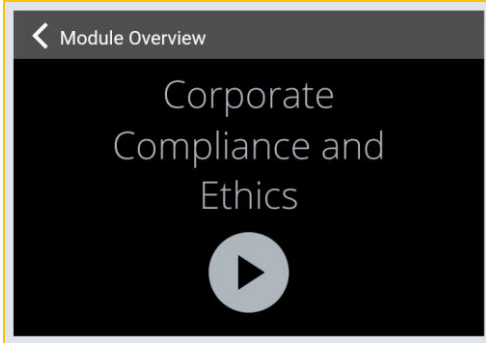
Simply Click on the name any training, that is not grayed out, to open the content screen and begin the training.



As you can see the course content screen is nearly identical to that of the web interface.

Click **START** button beside each lesson, exam, as you take them in order to complete the course.

Taking Training in the Relias Mobile App



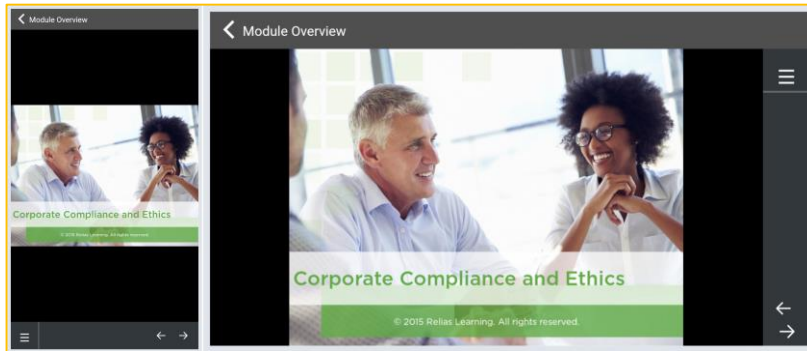
Starting the Training

Click on the  button to begin the content.

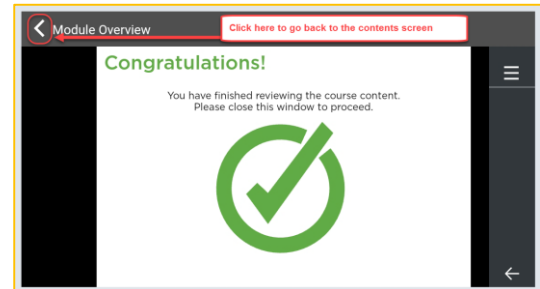
Navigating

1. Use the arrows at the bottom left right to advance or back up.

If your device is set up to allow it, you can rotate your screen to get a larger landscape view



2. When you reach the end of a lesson, use the Arrowed Heading at the top left of the screen to exit



3. Once you are back at the contents screen, you can click to Start any additional lessons, the final exam, and the course evaluation.



4. When you complete all items on the content screen, you have completed the course and will be returned to the Assignments list.

Exiting the App and Settings

5. By clicking on the universal Settings icon, from the bottom menu in the Assignments list, you can access help and support functions.

You can also **log out** .

We hope you enjoy the added flexibility and convenience of being able to take assigned training on a mobile device!

Direct questions to the Pathways Learning Department at learning@pathways.com

