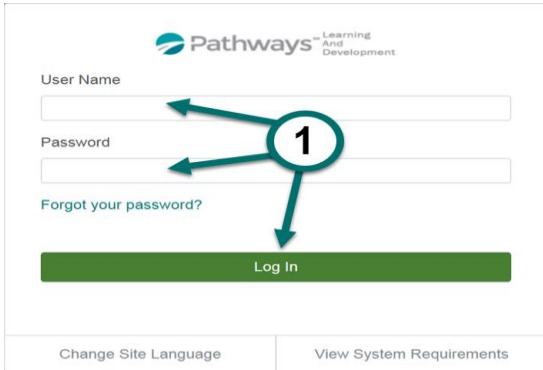
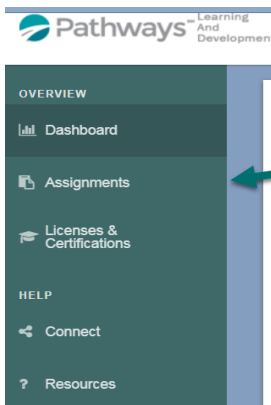


Registration Guide “Excellence in Hiring” Recruiting Series (Virtual Class)

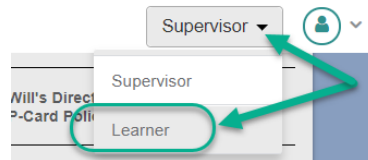
Step 1: Log-in to the Pathways LMS (Relias) by clicking on the below link (or copy and pasting it into your internet browser) <https://pathwayshealth.training.reliaslearning.com>



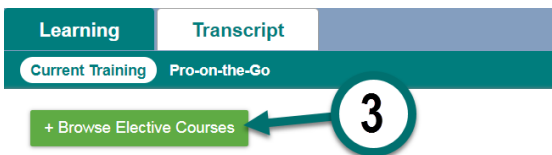
Step 2: Click on **Assignments** tab found at the left of your screen



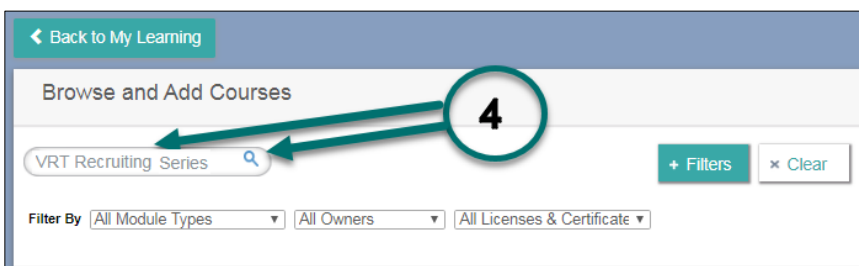
Note: If you are a Relias Supervisor don't forget to drop down to your Learner role



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



Step 4: Type **VRT Recruiting Series** in the search bar at the top of Browse and Add Courses window to locate the “Excellence In Hiring” VRT Recruiting Series of teleclass, then click on the magnifying glass or press enter on your keyboard.



Registration Guide “Excellence in Hiring” Recruiting Series (Virtual Class)

Step 5: Scroll down the course list until you locate the “VRT Recruiting Series” Teleclass courses. When you locate the desired course(s) click on the **Enroll** button next to it. You can enroll in multiple courses from this screen.

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

You have successfully registered for your selected event session.

Step 6: To access the training you can click on the **Assignments** tab or the **Back to My Learning** button to access your Current Training.

Step 7: From your current training plan, scroll down until you find your desired course(s) and click on the course title to open the course or the **Go To Event** button.