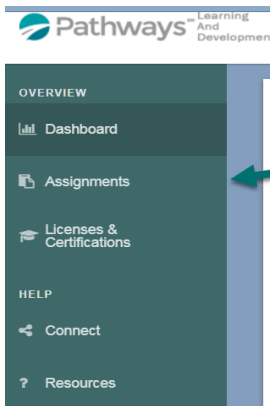


## Enrollment Guide - On-Demand “Excellence in Hiring” Recruiting Series Courses

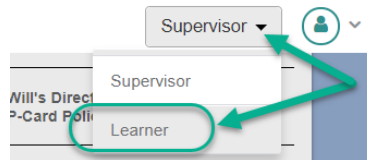
**Step 1:** Log-in to the Pathways LMS (Relias) by clicking on the below link (or copy and pasting it into your internet browser) <https://pathwayshealth.training.reliaslearning.com>



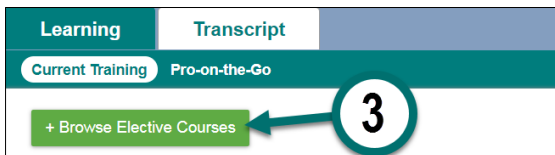
**Step 2:** Click on **Assignments** tab found at the left of your screen



**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.

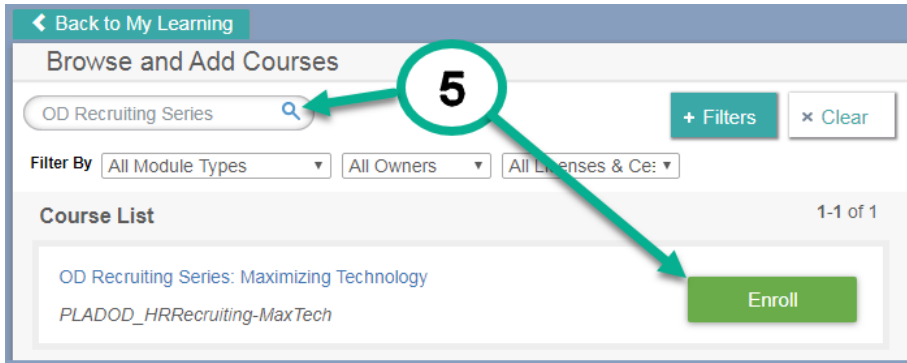


**Step 4:** Type **OD Recruiting Series** in the search bar at the top of the Browse and Add Courses window And select **Pathways Health** from the Owner dropdown list to locate the on-demand versions of the HR Series classes, then click on the magnifying glass or press enter on your keyboard.



## Enrollment Guide - On-Demand “Excellence in Hiring” Recruiting Series Courses

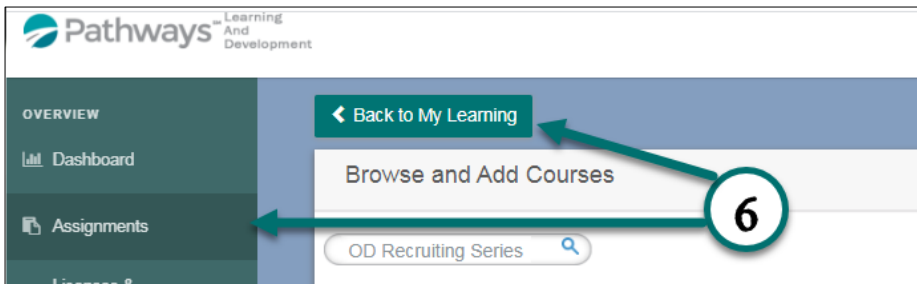
**Step 5:** Scroll down the course list until you locate the on-demand HR Course(s) you wish to take. Courses are available a week after the live classes take place. When you locate the desired course click on the **Enroll** button next to it.



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

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

**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 and click on the course title to open the course or the **Take Now** button.

