

How to Self-Enroll in Relias

- 1. Log in Relias as normal.
- 2. In the "Current Training" tab click + **Browse Elective Courses**.



- 3. Search for the course you want to complete.
 - a. For more information on the course, click the course title.
- 4. Click **Enroll**.

Browse and Add Courses	
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Course List	1-50 of 603
2010 MS Excel: Advanced REL-ALL-0-EXCEL10ADV	Enroll
2010 MS Excel: Basics REL-ALL-0-EXCEL10BAS	Enroll
2010 MS Excel: Intermediate REL-ALL-0-EXCEL10INT	Enroll
2010 MS Outlook: Basics REL-ALL-0-OUTLK10BAS	Enroll
2010 MS Outlook: Intermediate REL-ALL-0-OUTLK10INT	Enroll
2010 MS PowerPoint: Basics	Eproll

- 5. After enrolling in your desired courses, click "Back to My Learning" to complete the course.
- 6. If you no longer wish to complete the course, click withdraw.

Contact Knowledge Center at 561-419-2837 or email: <u>educationadmin@trustbridge.com</u> if you have any questions.





How to Filter by Specific Discipline

- 1. Log in Relias as normal.
- 2. In the "Current Training" tab click + **Browse Elective Courses**.



3. Under "Filter By" click the drop down next to "All Certificates.

Browse and Add Cou	rses			
Search Q	Filter By	All Module Types	✓ All Outliers	~
		All Certificates		

4. Scroll down and select "FL (CCSW-MFT-MHC) – Florida Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling".



5. Repeat steps 4 - 6 above.

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