

Relias Learning Management System

Welcome to Starbridge. Here is helpful information about employee training and tracking.

We use Relias (our learning management system) to track your training and enroll you in courses. As a new hire, you will be assigned required courses. To receive credit for on-line courses, you must successfully complete the courses, and complete exams and evaluations (surveys) as indicated in course instructions. Note that you must complete courses within the required timeframes.

You will receive e-mail notifications:

- reminding you when you are due to take training to be compliant
- informing you when you are overdue for training

Your supervisor also will receive these e-mail notifications.

You will be assigned a temporary password to complete your initial login to Relias. However, you must change your initial password.

To change your password and view your training records:

1. **Log** into the system at <https://starbridge.training.reliaslearning.com> . The link is also on the Starbridge staff portal at www.starbridgeinc.org/staff-portal
 - i. Username: your full email address
 - ii. Password: L3arn (temporary) – you will be prompted to change your password immediately
2. **To change your password** in the future open the "My Account" screen. The link is on the top right. **DO NOT** enter any other personal information in the My Account screen. HR will be maintaining the minimal data we need for user accounts.

Currently, Relias videos will only work in Internet Explorer or Firefox... Not Chrome

Using Relias in Internet Explorer

Make sure that the popup blocker is turned off. Relias uses this function for showing videos, etc..

3. **Check** your transcript by clicking on "Completed Training". **Sign up for** training by clicking on "Current Training." Overdue training is highlighted in red. Please

be sure to enroll and take training that is overdue to become compliant. Click enroll then select a session to sign up for training.

Please be sure to contact your supervisor if you have any questions.

- Organizational and Workforce Development / Human Resources Department