

Relias Training Guide

How to register:

1. Go to <http://magellan.training.reliaslearning.com>
2. Click “Need a user account? Register Now.”
3. In professional information section,
 - a. Organization: Leave Blank
 - b. Job Title: Magellan Provider
 - c. Departments: Magellan Provider
 - d. Profession: Psychology
 - e. Primary License State: Pennsylvania
4. Follow accompanied Relias tutorial

Step 1:

Relias - Magellan Health

magellan.training.reliaslearning.com/Learning/CurrentTraining.aspx

Magellan HEALTH

Organization ID: Welcome

My Learning Relias Connect Licenses & Certifications

My Learning

My Learning Summary

Compliance Rate: -

Average Grade: 91%

Total Courses Taken: 9

Assigned: 0

Electives: 9

Print Transcript

Current Training Transcript

+ Browse Elective Courses

Once logged in, click here to search training topics.

Announcements & Articles

Attention All Relias Users: Update

Start

11:16 AM 3/2/2017

Step 2:

Relias - Magellan Health

magellan.training.reliaslearning.com/Learning/Catalog.aspx

Magellan HEALTH

Organization ID: Welcome

My Learning Relias Connect Licenses & Certifications

Back to My Learning

Browse and Add Courses

Search

Filter By All Module Types All Owners All Certificates

+ Filters x Clear

Course List

2010 MS Excel: Advanced
REL-ALL-0-EXCEL10ADV
★★★★★

Enroll

2010 MS Excel: Basics
REL-ALL-0-EXCEL10BAS

Enroll

1-50 of 568

Copy and paste entire training name into box here and press enter. Enter one training topic at a time.

Start

11:20 AM 3/2/2017

Step 3:

The screenshot shows the Magellan Health Learning Catalog interface. At the top, there is a navigation bar with the Magellan Health logo, 'Organization ID: Welcome', and icons for 'My Learning', 'Relias Connect', and 'Licenses & Certifications'. Below this is a 'Browse and Add Courses' section with a search bar containing 'Law, Ethics and Standards of Care'. To the right of the search bar are filter dropdowns for 'All Module Types', 'All Owners', and 'All Certificates', along with '+ Filters' and 'x Clear' buttons. Below the search bar, a 'Course List' section displays one course: 'Law, Ethics and Standards of Care in Behavioral Health' with the ID 'REL-HHS-0-LESCCMHP' and a 5-star rating. An 'Enroll' button is visible to the right of the course. Hand-drawn arrows point from the search bar to the course title and from the course title to the 'Enroll' button. Text annotations read: 'Make sure training name you search is identical to result.' and 'Then click enroll.' The Windows taskbar at the bottom shows the Start button and various application icons, with the system clock displaying 11:26 AM on 3/2/2017.

Step 4:

The screenshot shows the same Magellan Health Learning Catalog interface as in Step 3. The search bar still contains 'Law, Ethics and Standards of Care'. Below the search bar, a confirmation message is displayed: 'You have been successfully registered for your chosen course(s)'. Below this message, the 'Course List' section shows 'No available courses or events matched the specified criteria.' Hand-drawn arrows point from the search bar to the confirmation message. Text annotations read: 'You will then see this page. Continue previous steps, searching and enrolling in all required courses under "must be done within 2 weeks of interview".' The Windows taskbar at the bottom shows the system clock displaying 11:33 AM on 3/2/2017.

Step 5:

Relias - Magellan Health

magellan.training.reliaslearning.com/Learning/Catalog.aspx

Organization ID: Welcome

My Learning Relias Connect Licenses & Certifications

Back to My Learning

Browse and Add Courses

Search Filter By All Module Types All Owners All Certificates + Filters Clear

Course List 1-50 of 563

- 2010 MS Excel: Advanced
REL-ALL-0-EXCEL10ADV
★★★★★ Enroll
- 2010 MS Excel: Basics
REL-ALL-0-EXCEL10BAS Enroll

3:20 PM 3/13/2017

Step 6:

Relias - Magellan Health

magellan.training.reliaslearning.com/Learning/CurrentTraining.aspx

Organization ID: Welcome

My Learning Relias Connect Licenses & Certifications

My Learning

My Learning Summary

Compliance Rate:	-
Average Grade:	91%
Total Courses Taken:	9
Assigned:	0
Electives:	9

Print Transcript

Announcements & Articles

Attention All Relias Users: Update

Current Training Transcript

+ Browse Elective Courses

You will now see a list of all enrolled courses.

Electives

- Law, Ethics and Standards of Care in Behavioral Health
2 hours
Withdraw + **Take Now**

Click "Take now" to begin completing them.

****Note: If you have a pop-up blocker you may have to turn it off.**

11:40 AM 3/2/2017

Step 7:

Organization ID: Welcome

My Learning Relias Connect Licenses & Certifications

My Learning

My Learning Summary

Compliance Rate: -
Average Grade: 91%
Total Courses Taken: 9
Assigned: 0
Electives: 9

Print Transcript

Current Training | **Transcript**

+ Browse Elective Courses

Once completed all courses, click "Print Transcript"

Announcements & Articles

Attention All Relias Users: Update

3:25 PM 3/13/2017

Step 8:

ExportLearnerTranscript 1 / 1

RELIAS LEARNING

Transcript For

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
Autism Overview		1.75		Relias Learning	Magellan Health
Cultural Diversity		1.25		Relias Learning	Magellan Health
Disaster Response: Five Key Strategies		1.50		Relias Learning	Magellan Health
Fire Safety		0.50		Relias Learning	Magellan Health
Infection Control		0.75		Relias Learning	Magellan Health
Research-Informed Practices to Treat Children and Strengthen Families		1.50		Relias Learning	Magellan Health
Solution-Focused Therapy		1.25		Relias Learning	Magellan Health
Suicide Assessment and Treatment		1.00		Relias Learning	Magellan Health
Trauma Informed Treatment for Children with Challenging Behaviors		1.75		Relias Learning	Magellan Health

Total Hours: 11.25

Save this document to your computer. Once saved, email it as an attachment to your assigned recruiter.

3:35 PM 3/13/2017