



# Relias Learning Online Training

**YOU ARE RESPONSIBLE FOR COMPLETING THE CLASSES OUTLINED BELOW BY THE COURSE DUE DATE.**

**Payment for Courses:**

Upon completion of my 90 day probationary period I will be paid 4 hours for the Relias Learning Online training that was completed entirely by the assigned DUE dates.

\*\*\*In order to receive a pay increase at your 90 day review all courses must be completed on time. If any course is past due, a pay increase will not be awarded. No exceptions.\*\*\*

**Instructions:**

1. To log into Relias Learning Online Training, open a GOOGLE CHROME web browser and enter the following website: **ComfortKeepers.training.reliaslearning.com**. Please only use a laptop, desktop or tablet. Cell phones do not work with the site.
2. You will be prompted to enter your Employee ID number. ID#: \_\_\_\_\_
3. You will be prompted to enter your Last Name.
4. Click the Log On button.
5. Your classes will be displayed under the Current Training tab. Click on the name of the class you need to complete to start the training module.
6. Refer to the Learning Guide (that will be emailed to you) as your reference to assist you through the system.
7. A great feature of the Relias system is it send you email reminders of when your classes are due. You will need to add [no-reply@alerts.reliaslearning.com](mailto:no-reply@alerts.reliaslearning.com) to your safe-list so emails will go to your In Box and not to your Spam/Junk folder.

**ORIENTATION DATE:** \_\_\_\_\_ **ALL Training Due:** \_\_\_\_\_

**Classes can be taken in advance of the due date.**

Relias Learning ONLINE TRAINING	Due Date
Bloodborne Pathogens	One Week after Orientation
On-Boarding Session I – In the Home	One Week after Orientation
On-Boarding Session II – Personal Services	One Week after Orientation
On-Boarding Session III – In the Community	One Week after Orientation
Teepa Snow: Challenging Behaviors	One Week after Orientation

**\*\*\*\*\* Any Shifts that were assigned to you will be taken off your schedule if your Online Courses are not completed by due date \*\*\*\*\***

**Keep this paperwork.  
Relias Learning is used for continuing education throughout your employment.**