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. Some courses are classroom, and others are on-line. To receive credit for on-line courses, you must successfully complete the course and complete exams and/or evaluations (surveys) as indicated in course instructions. To receive credit for classroom trainings, you must attend the class and sign the attendance sheet. 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

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 (sample- bsmith@starbridgeinc.org)
   
   ii. Password: L3arn (temporary) – you will be prompted to change your password immediately

2. Click on the "My Learning" tab then Open the Announcement - Introductory Video and Quick Reference Document on the left side. This contains links to the 10 minute video overview. (NOTE: The link to the 3 page quick reference guide is currently not working.)
3. **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.

4. **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 Human Resources if you have any questions.

- Organizational and Workforce Development / Human Resources Department