



Dear Learner:

We are excited to announce our new shared user functionality for your Relias Learning Management System (RLMS) site. If you are a learner in Relias you can now create a master record of all your training. If you work with more than one TNDIDD agency, you are now able to link all your training with multiple agencies. As your training record belongs to you (the learner), not any specific agency, this will allow you to share your transcript from the master account you create per the instructions in this letter. The great advantage to this new feature is the capability to share your training records with multiple agencies that you might work for during the course of your career. This will decrease your time in repeating courses that you have completed and allow you to add classes to your training transcript that you have taken in addition to required courses, allowing you to track all your own training.

In order to initiate the transcript sharing, you will need a personal email address to utilize for your “master account” (**Free email addresses are offered by hotmail.com, aol.com, yahoo.com and gmail.com. We highly recommend using a personal email address so you can receive email reminders if you forget the password you create for your “master account” and if you change agencies you continue to have control of your own training record.)

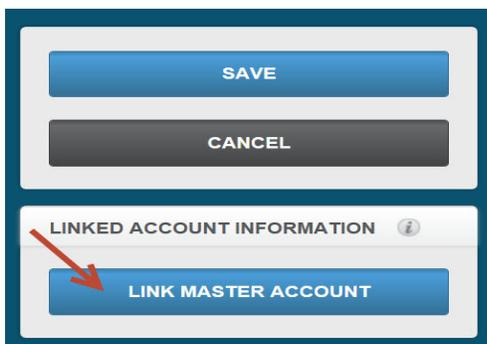
You will need to create a “master account.” The “master account” will join all of your linked RLMS users’ accounts across all organizations. All of your linked accounts (agencies) will be able to view your content assignments and training history. You can easily do this from your current Relias Learning training site.

Simply follow the steps below:

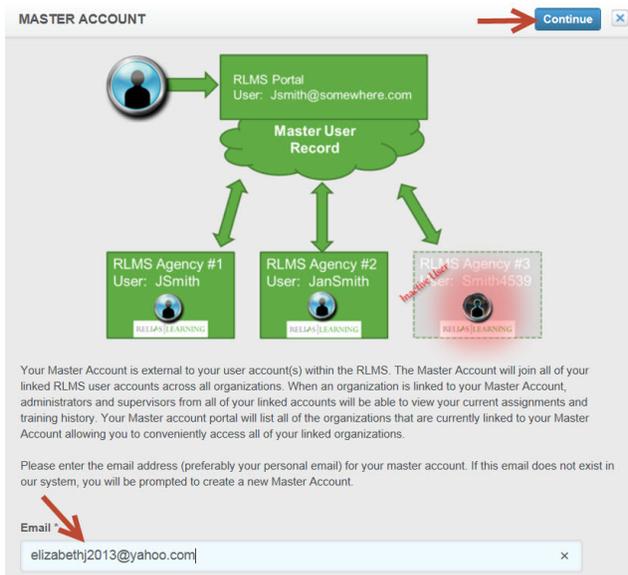
1. Once you have logged into your Relias account, click on “My Account” in the top right corner of screen

Welcome, Elizabeth | [My Account](#) | [Help](#) | [Logout](#)

2. This opens a window with a place to change your personal information. Click on the option to “Link Master Account” on right side of this new window. You may have to scroll down to see the box below the save button



3. At the bottom of the new page, enter a personal email address that you would like to use for your master account and click “Continue” at the top right of the picture.



4. Create your master account by entering your name and password on the new screen. The password must be at least 8 letters or numbers but choose something you can remember. Then click “Submit.” (**Remember, that your email address is real, but the password entered here does not have to be the same one you use when you access that email account from outside your Relias Training System. It is for this master account training record only and could be simple like the word “password”).

CREATE A MASTER ACCOUNT

Submit

Email *

elizabethj2013@yahoo.com

First Name *

Elizabeth

Last Name *

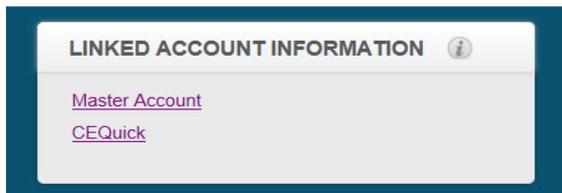
Johnson

New Password *

Confirm *

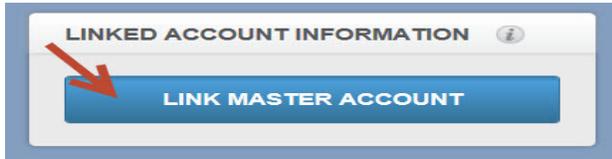
Passwords must be at least 8 characters in length.

5. You will now see the “Linked Account Information” box in your account profile

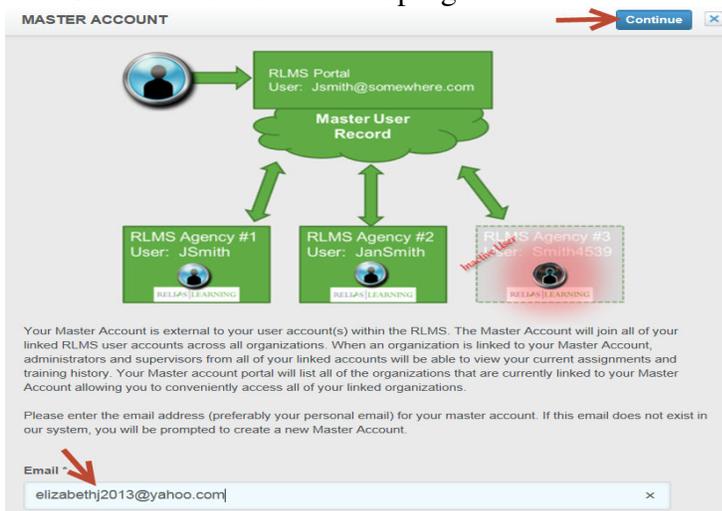


Once you have created your master account, you will be able to link your other user accounts so other agencies can see your complete transcript. Here begins what to do at the other agency.

1. Log into your “additional agency” Relias Learning web site and click on “My Account” in the top right corner
2. Click on the option to “Link Master Account”



3. Enter your personal email address (which you entered for your master account) at the bottom, and click the “Continue” button at the top right



4. You will get a new window where you can enter just your master account password and click “Submit.” The two agency training accounts are now linked.



If you have additional Relias Learning accounts, follow the same process as above while logged into each of the agency’s training site. Once you have created the link, your supervisor will receive a notification email. They will then be able to view your complete training history to better manage your specific training plan and assign training as needed.

From your master account, you can view and print your complete transcript, review courses, print certificates, and quickly access linked accounts.

Remember each agency has a unique training address (URL) that was shared with you in the launch letter of that agency.

For assistance contact: DIDD.ISQA@tn.gov or call: #615-391-9835 (Nashville area) #1-855-212-7627 (toll free)