

Instructions for taking Compliance Training in Relias

<https://kencrest.training.reliaslearning.com/>

1. Have your KenCrest Employee ID# handy
2. Click on the link above
3. Enter in your ID# and password
4. Click on **Assignments** listed in the left column of choices (Image #1)
5. Then click on **Browse Elective Courses** (Green Button shown in Image #1)
6. From here, type in “**compliance**” and hit search (Image #2)
7. Scroll down until you see:
 - Corporate Compliance and Ethics** (Image #3)
 - Corporate Compliance: The Basics** (Image #3)
8. Then click on the green button **ENROLL**. You can click on ENROLL for both courses. (Image #3)
9. Then go back to the main menu on the left and click on **Assignments**
10. Whatever you have enrolled in will now be on your screen to the right and you can take these whenever you would like. In order to be put into the raffle to win prizes for each registration, you must complete the training by Friday, November 13th. Winners will be notified the following week. Enjoy!

NOTE: You will receive 0.5 training credit hours for each regardless of when you take these trainings. Administrative Staff are required to have 12.0 credit hours per year. Other staff that are working with individuals we support should have 24.0 credit hours per year.

IMAGE #1

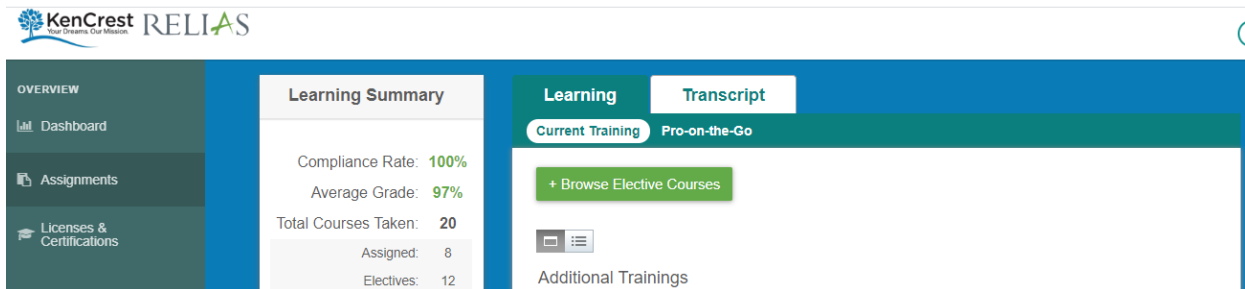


IMAGE #2

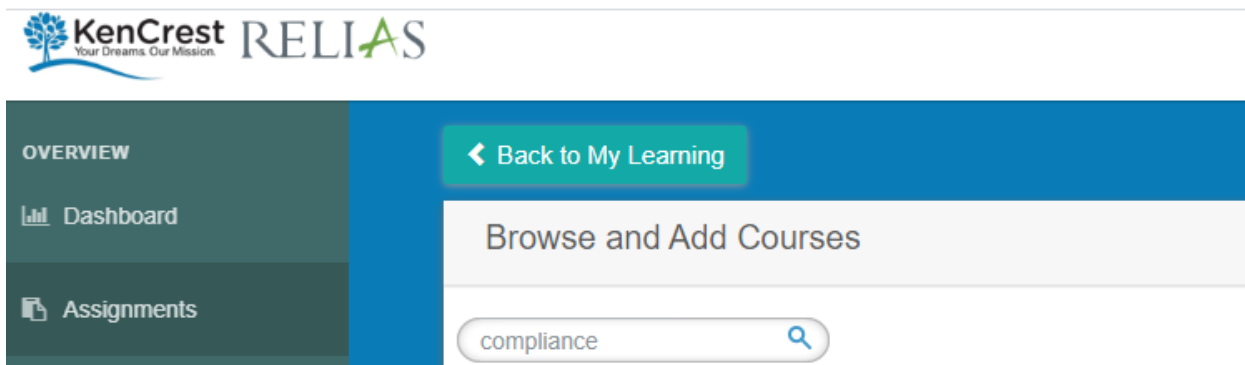


IMAGE #3

