# 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 13<sup>th</sup>. Winners will be notified the following week. Enjoy!

NOTE: You will receive 0.5 training credit hours <u>for each</u> regardless of when you take theses 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

	AS	
OVERVIEW	Learning Summary	Learning Transcript
Left Dashboard		Current Training Pro-on-the-Go
Assignments	Compliance Rate: <b>100%</b> Average Grade: <b>97%</b>	+ Browse Elective Courses
Licenses &	Total Courses Taken: 20	
Certifications	Assigned: 8	
151.0	Electives: 12	Additional Trainings

## IMAGE #2



## IMAGE #3

Corporate Compliance and Ethics REL-ALL-0-CCETH	Enroll
Corporate Compliance: The Basics REL-ALL-0-CCTB	Enroll