

# Welcome to the Relias Portal, the Department of Behavioral Wellness Online Training Academy

All Behavioral Wellness Regular, Civil Service and Locum Staff will use the Relias Portal to sign up for classroom trainings and to sign up for and complete online trainings.

## Here is the link for the Relias Portal:

<https://santa-barbara.training.reliaslearning.com>

**\*Please bookmark this link in your favorites so that it is easy for you to access.**

## Your Log In Information

A User Name has been created for you so that you can start using the Relias Portal right away. We welcome you to log in and explore your new online training academy.

### Your log information is as follows:

**User Name:** FirstnameLastname

**Password:** Lastname

\*If you have any trouble logging into the Relias Portal (or you have a hyphenated name and are unsure about what your user name or password would be), please email Talia Lozipone ([tlozipone@co.santa-barbara.ca.us](mailto:tlozipone@co.santa-barbara.ca.us)) right away for clarification.

## My Learning Homepage

After logging in to the Relias Portal, you will find yourself directly on your **“My Learning”** home page.

On your **“My Learning”** page, you will see **“Current Training,”** which is a list of all of the trainings that you have signed up for or have been assigned, and **“My Transcript,”** which will show you all of the trainings you have completed and is where you can find and print certificates for completed trainings.

**\*Please note:** Under Current Training, you will see that you have been enrolled in a course called *Welcome to Relias Learning*. Please take this short training, which will introduce you to the Relias Platform and show you how to use different aspects of the site.

## Helpful Tips for Navigating the Relias Portal

To help you out, a few helpful tips for navigating the Relias Portal are included below. **\*Please take the time to read them as you will need to know this information.**

You will be happy to learn that searching for and enrolling in trainings on Relias is straightforward and easy to do!

### How to Browse Courses

Under the **“Current Training”** Tab, you will see a button that says **“Browse Elective Courses.”**

To view online and classroom trainings, click this button. After clicking the **“Browse Elective Courses”** button, you will see all of the online and classroom trainings offered by Behavioral Wellness and by Relias.

These courses are for your benefit and will help you develop your skills on the job! Read below to see how to search for or filter the courses so that you can find what you are looking for.

### How to Filter Elective Courses

After you have clicked on the “Browse Elective Courses” button, you have the ability to sort and filter the courses using the “Filter By” drop down menus.

#### View Behavioral Wellness courses

Using the **“Filter By”** option at the top of the list of Elective Courses, select **“Santa Barbara County Department of Behavioral Wellness”** from the **“All Users”** list. This will show you the various online and classroom trainings which Behavioral Wellness offers.

### **Filter by Module Type**

In Relias Portal, the word “module” means a course or event. Another way to filter is by the **“All Module Types”** list. Here you can select **“Courses”** or **“Events.”** Courses means online trainings. Events means in person, classroom trainings.

### **Filter by Certificate**

You can also filter by **“All Certificates,”** which will allow you to search for and view courses that offer CEUs that are accepted by your licensing board.

### **How to Enroll in a Training**

To enroll in a training, **“Browse Elective Courses”** as described above. Then, once you see the name of the course or event you would like to sign up for, simply click **“enroll”** under the course name or next to the session time that you are interested in. After enrolling, the course will show up under your **“Current Training,”** tab. It is as simple as that!

### **Regarding Trainings Assigned to Clinical Staff**

You may see on your **“Current Trainings”** tab that you are already enrolled in several clinical trainings, which you are required to complete annually.

These annual trainings have been assigned to you based on the last time you have completed them. You are responsible for selecting a classroom training session to attend and then attending that training before the posted due date for each specific course.

If you have been enrolled in a training that is not appropriate for your job class (for example, maybe you work at a clinic, but you are an AOP), please email Talia Lozipone ([tlozipone@co.santa-barbara.ca.us](mailto:tlozipone@co.santa-barbara.ca.us)) so that she can remove this training from your Current Trainings list.

We are doing our best to make sure that your transcript is up to date. We ask for your patience (and support) as we upload past course completion information to the website.

**We are happy to help!**

Please feel free to write the Training Division  
**[BWellTraining@co.santa-barbara.ca.us](mailto:BWellTraining@co.santa-barbara.ca.us)**  
with any questions you may have about the Relias Portal.