

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

All Behavioral Wellness Extra Help, Locum, Volunteer, and CBO partners will use the Relias Academy website to sign up for classroom trainings and to sign up for and complete online trainings.

## Here is the link for the Relias Academy:

<https://bewell.academy.reliaslearning.com/>

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

## How to Create a New Relias Academy Account

- Click **“Log In”**, in the right hand corner of the homepage, and the **“Member Sign In Page”** will open.
- Click the red button entitled, **“Click Here to Create Your Free Account.”**
- Fill in your first name, last name, email and password on the form and click **“Register.”**
- That’s it! Your account has been created, and you now able to browse and enroll in online and classroom trainings. You only need to create a new account one time. **\*Please save your log in information.**

## How to Log In to Relias Academy

- After you have created a Relias Academy account, you can log in.
- Click **“Log In”**, in the right hand corner of the home page, and the **“Member Sign In Page”** will open.
- **Enter your email and password** in the boxes on the left side of the page.

## Helpful Tips for Navigating Relias Academy

To help you out, a few helpful tips for navigating Relias Academy 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 Sign Up for an Online or Classroom Training

- After you have logged in, if you are a Behavioral Wellness staff, please click the **“Courses for Behavioral Wellness”** Tab. If you are a CBO partner, please click the **“Courses for CBOs”** Tab.
- You will see tabs for **“Online Courses”** and **“Classroom Trainings.”** Click the tab to find the type of course or training that you are looking for.
- Once you have found the course you are looking for, click on the name of the course. Then click **“add to cart.”** When the new window opens, select **“Check Out.”**
- After you have successfully signed up for a training, the course name will be listed in **“My Courses”** which can be found listed under the **“My Academy”** tab. Please read below to learn a little bit more about the “My Academy” tab.

### My Academy Tab

Under the **“My Academy”** tab, you will see the **“My Courses”**, **“Transcript”** and **“Training Alerts”** tabs. Please become familiar with these important pages.

### My Courses

All of the online and classroom trainings that you have signed up for (or are in the process of taking) will up on the **“My Courses”** page.

## **My Transcript**

After you have completed an online or classroom training, the course will show by listed on the **“My Transcript”** page.

## **Viewing and Printing Certificates**

On the **“My Transcript”** page, you will see a list of completed courses. Next to the course title is a **“Print Certificate”** Button. Any course completion or CEU certificates will be listed here. They can be printed by simply pressing the **“Print Certificate”** Button.

## **Training Alerts**

Relias Academy also offers Training Alerts. On the **“Training Alerts”** page you have the ability to set up email reminders for courses. You may like to set up reminders for required trainings, such as the mandatory online trainings or the annual clinical trainings.

## **We are happy to help!**

Please feel free to write the Training Division  
**BWellTraining@co.santa-barbara.ca.us**  
with any questions you may have about the Relias Academy.