

June 2016

## Mobile App Quick Guide

### Logging In

To access the mobile app learners will need to know their Relias username, password **and** their Relias Organization ID.

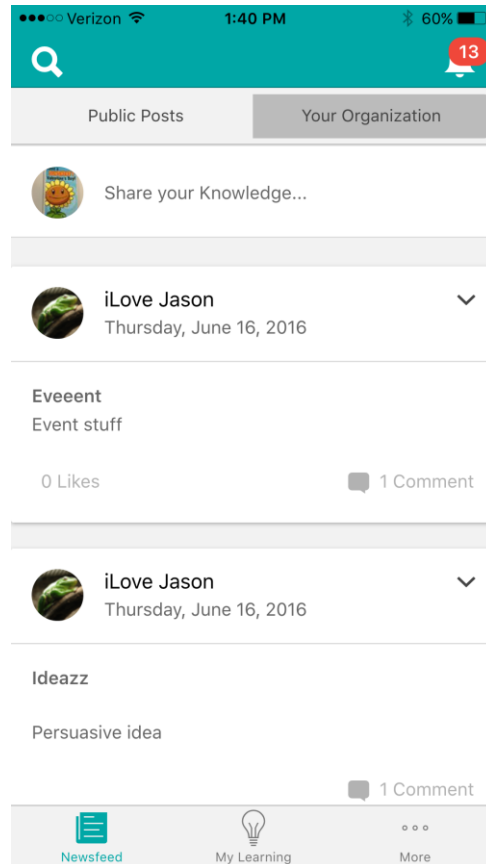
The Organization ID can be easily

1. In the learner view simply click the “My Account” icon and the Organization ID is at the top right:

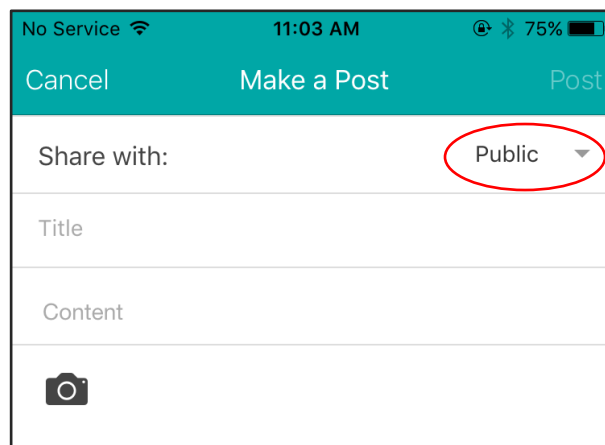
2. To log into the Mobile App click the Relias logo and enter your username password and Organization ID on the log in screen:

## Newsfeed

Once logged into the Mobile app the default location is the Newsfeed. In the newsfeed you will see both public and Organization specific posts. These are two separate tabs at the top of the screen that you can switch between to filter what information you are seeing:



You can add information into the Newsfeed by selecting the **“Share you Knowledge...”** link at the top. In the Share with: section you can see which area you are sharing your posts with or which audience will see your post:



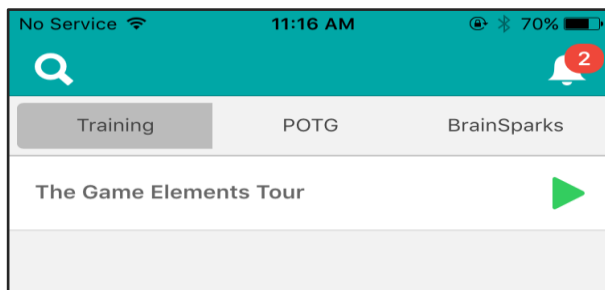
## My Learning

In the My Learning section of the App you have three sections: Training, POTG and BrainSparks.

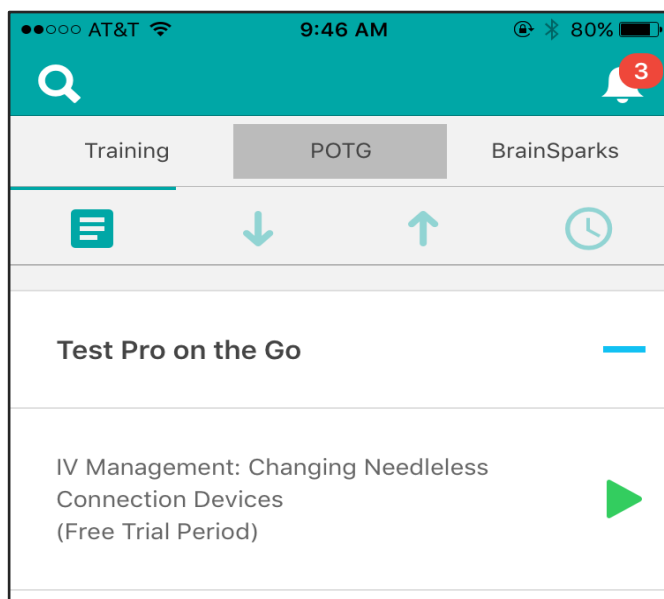
In the Training section you can access any courses that have been assigned to your RLMS account. Please note that currently you are unable to do the following actions from the mobile app:

- Enroll into elective courses
- Print Certification
- View Transcripts

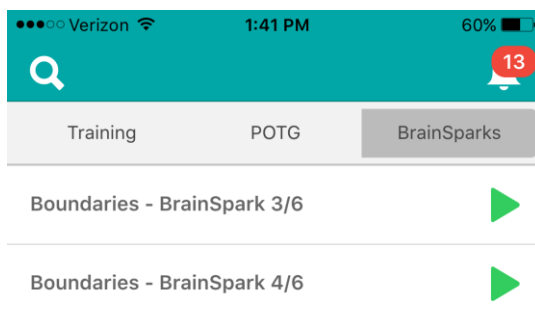
To access and complete any learning activity simply click the green arrow next to the course name.



The second section is POTG: Pro on the Go. These are micro-learning modules that are available with certain libraries. If you have POTG courses you can see them by selecting that tab at the top:

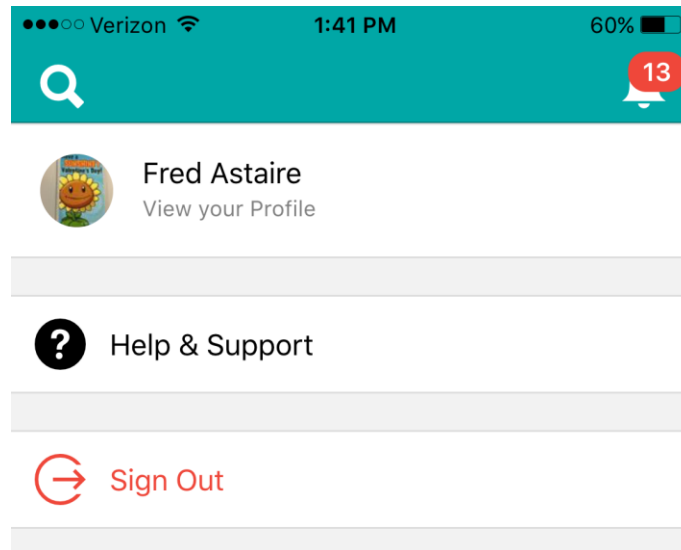


The final section of the My Learning section is the BrainSparks section where you can view and access and complete any BrainSparks that you have been assigned:

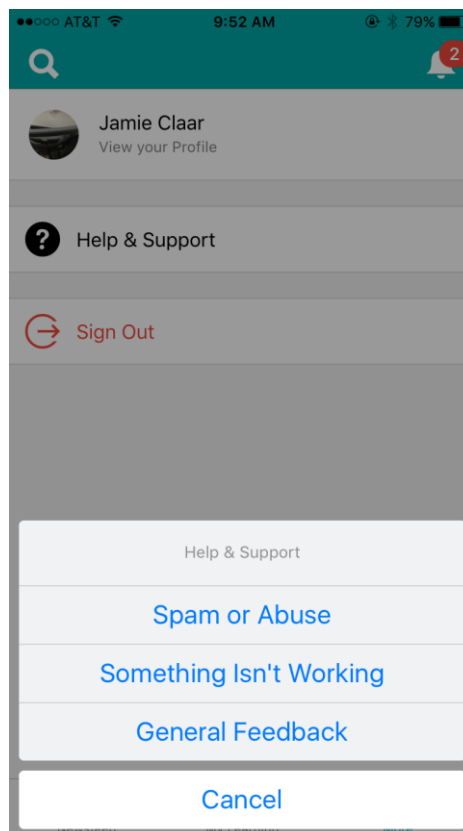


## More

Select “More” at the bottom right of the app to manage your profile, access the Help and Support options, and to sign out of the mobile app.

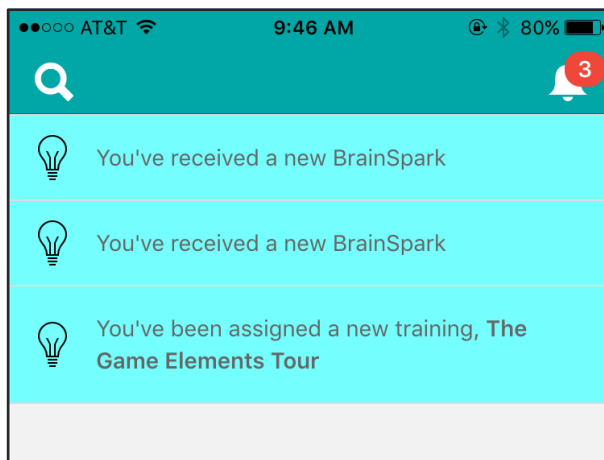


Under Help & Support you are able to report spam or abuse, report that something isn't working, and / or give general feedback.



## Notifications

At the top right corner of the app you will see any notifications of new or upcoming training, POTG, or BrainSparks that you have been assigned. You can select the Notifications icon at the top right then select a specific notification to be taken to the appropriate area to address that notification.



## Search

To search within the Relias app you can simply select the Search button at the top left corner. This will search all of Relias Connect for people, posts, and tags. You can also see items that are trending within the search screen:

