



## Online In-Service - Relias Training

Website: <http://xincon.training.reliaslearning.com/>

1. When you get to the page, you need to enter the user name and password.  
You can also set the language preference which you can choose Chinese, Dutch, English, French, German, Portuguese, and Spanish.

**User Name:**

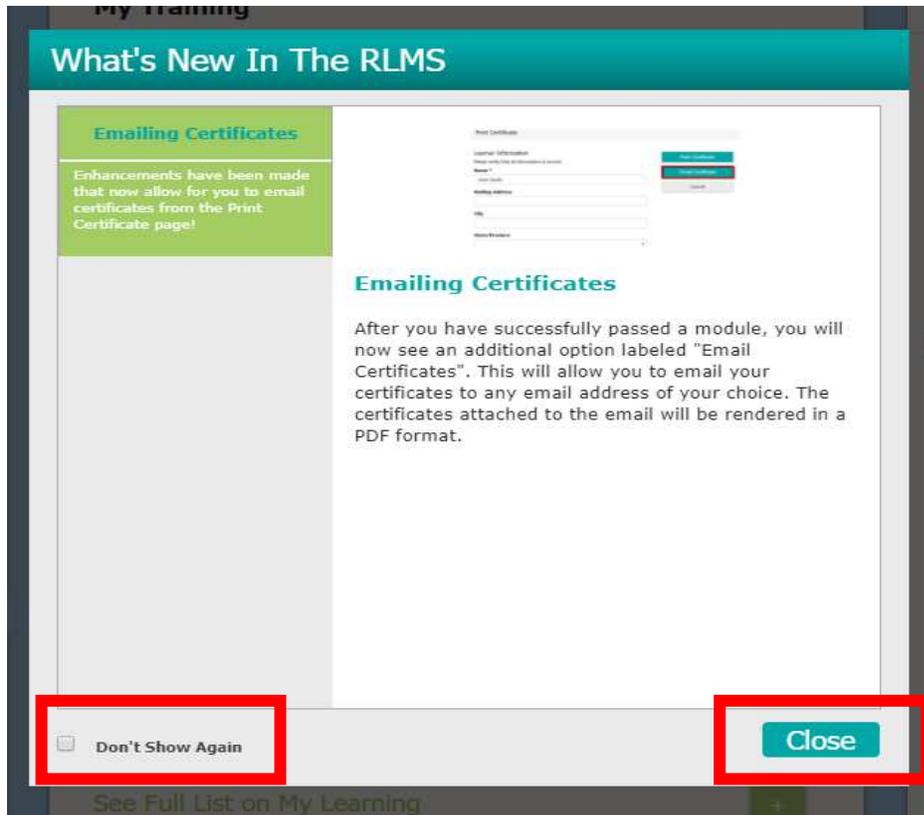
**Last 4 digit of the employee ID #**

**Password:**

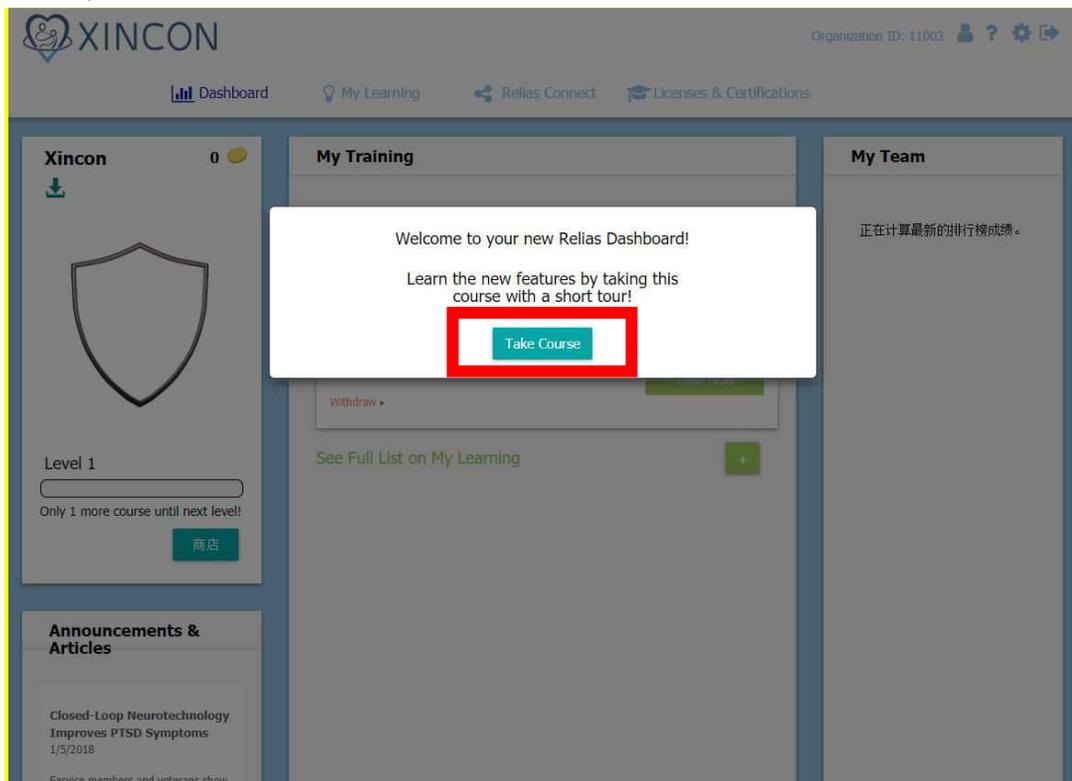
**Password (Password must be change when you first log in)**

The screenshot shows the XINCON login interface. At the top left is the XINCON logo. Below it is the 'Log In' heading. The form contains three input fields: 'User Name \*', 'Password \*', and 'Language Preference'. The 'User Name \*' and 'Password \*' fields are marked as 'Required' in red text. The 'Language Preference' field is a dropdown menu with the text 'Select Language' and a downward arrow. Below the fields are two links: 'Forgot Your User Name or Password?' and '+ View System Requirements'. A teal 'Log In' button is located at the bottom right of the form area. Red boxes are drawn around the 'User Name \*', 'Password \*', 'Language Preference', and 'Log In' button.

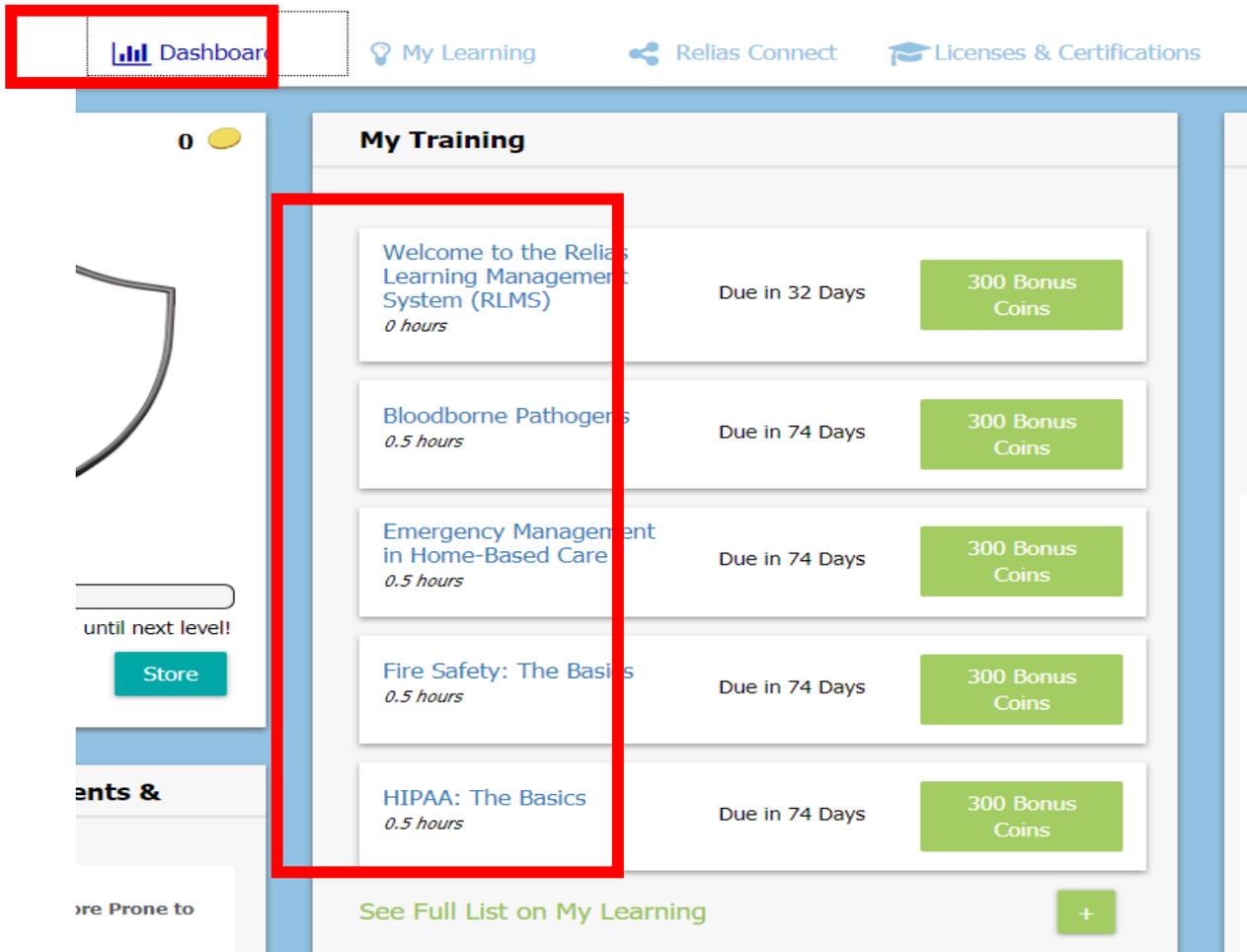
- Once you log in, there will be a pop up window; you can simply click “Don’t Show Again” and “Close”.



If it is your first time log in, they will have a tour course for you, the window will pop up as below. It is an option for you to take the tour or not.



- Once you get into the page, you can click “Dashboard”, it will show the courses that you have to take for the current quarter, click to the topic of the class and it will link you to the class.

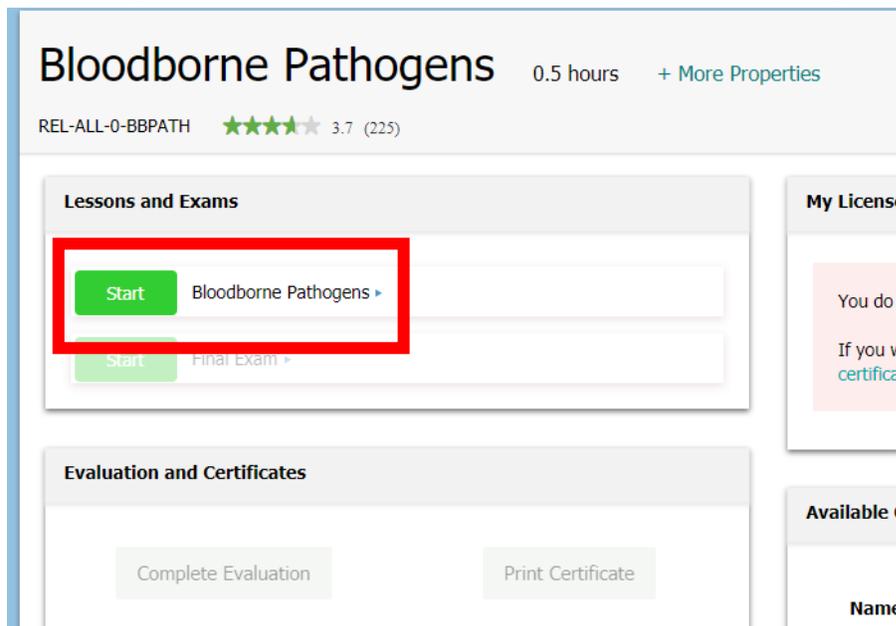


The screenshot shows the XINCON dashboard. At the top, there is a navigation bar with several links: 'Dashboard' (highlighted with a red box), 'My Learning', 'Relias Connect', and 'Licenses & Certifications'. Below the navigation bar, the main content area is titled 'My Training'. This section contains a list of training modules, each with a title, duration, due date, and a green 'Start' button. The modules listed are:

- Welcome to the Relias Learning Management System (RLMS) - 0 hours - Due in 32 Days - 300 Bonus Coins
- Bloodborne Pathogens - 0.5 hours - Due in 74 Days - 300 Bonus Coins
- Emergency Management in Home-Based Care - 0.5 hours - Due in 74 Days - 300 Bonus Coins
- Fire Safety: The Basics - 0.5 hours - Due in 74 Days - 300 Bonus Coins
- HIPAA: The Basics - 0.5 hours - Due in 74 Days - 300 Bonus Coins

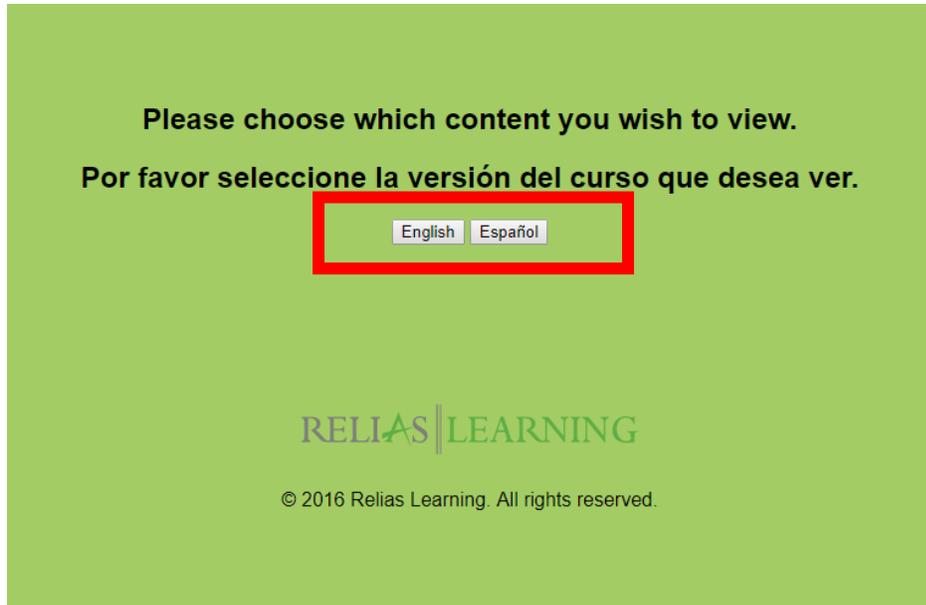
At the bottom of the 'My Training' section, there is a link 'See Full List on My Learning' and a plus sign button.

- Once you get into it, click the green button which stated “Start”, then you will start taking the class.



The screenshot shows the 'Bloodborne Pathogens' course page. The course title is 'Bloodborne Pathogens' with a duration of '0.5 hours' and a '+ More Properties' link. Below the title, there is a rating of '3.7 (225)' and a course ID 'REL-ALL-0-BBPATH'. The main content area is divided into two sections: 'Lessons and Exams' and 'Evaluation and Certificates'. In the 'Lessons and Exams' section, there is a green 'Start' button next to the course title 'Bloodborne Pathogens' (highlighted with a red box), and another 'Start' button next to 'Final Exam'. In the 'Evaluation and Certificates' section, there are buttons for 'Complete Evaluation' and 'Print Certificate'. On the right side, there is a 'My Licenses' section with a 'You do' and 'If you v certifica' text, and an 'Available' section with a 'Name' label.

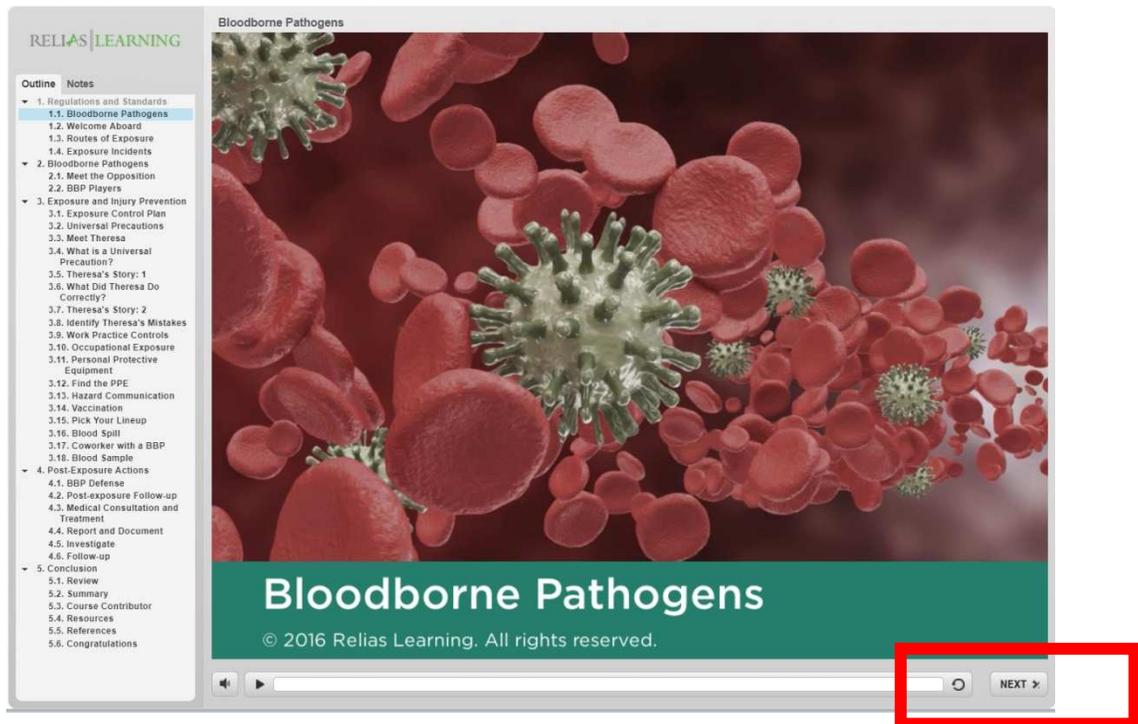
5. Choose the content that you wish to view.



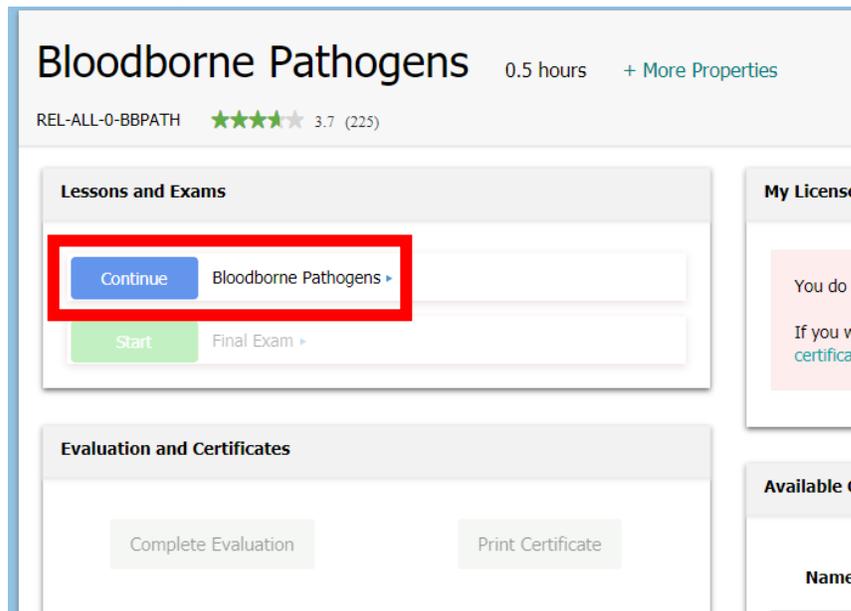
6. The class will then begin, and you will have to click to the button stated “NEXT” to begin the class.

Note:

You will have to put your volume up or plug in the headphone to hear from the instructor.



If you are in the middle of the class and you need to stop it, you can simply exit out. When you are available and log back in, you can click to the subject of the class and continue with it.



The screenshot shows the course page for "Bloodborne Pathogens" on the XINCON platform. The course is identified by the code "REL-ALL-0-BBPATH" and has a rating of 3.7 stars based on 225 reviews. The page is divided into several sections:

- Lessons and Exams:** This section contains two main options: "Continue Bloodborne Pathogens" (highlighted with a red box) and "Start Final Exam".
- Evaluation and Certificates:** This section includes buttons for "Complete Evaluation" and "Print Certificate".
- My License:** A sidebar on the right contains a message: "You do not have a license for this course. If you wish to obtain a license, please contact your instructor." Below this is a section for "Available Courses" with a "Name" field.

After the class, there will be an exam; you will have to pass the exam in order to complete the course. If you fail it, you can retake the exam.

*\*\*\* If you have any questions in regarding to the online in-service, please feel free to call 212-560-9218 for our Customer Support Specialist or your Coordinator. They will be able to assist you with it.*