


Login with your username and password

Within OGHS: Open OGHS Intranet Portal, Select Relias Learning System


Outside of OGHS URL: <http://opelousasgeneral.training.reliaslearning.com>


User Name: First 3 letters of last name + first initial + last 2 digits of birth year + last 2 numbers of SSN (Example: John Smith = smij1234)

Password: password


Please select the  (My Account icon) link at the top right corner once logged in to update your password to something unique.


My Learning

When you log in you'll be taken to your  My Learning page.


- Current Training lists all of your currently assigned/enrolled courses. Click the title of the course you wish to take.
- Transcript lists your completed courses and lets you access your certificates by clicking the  icon.

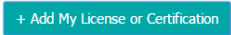
Enroll in Electives (and finding CEUs)

To enroll in an elective course click on the  link from your Current Training page.

- Use the drop down to filter courses based on your license or approving board.
- Click  to enroll in the course (it will then appear on your current training tab)



Add Your License (e.g. LPN, CNA)

To add license information click on the  Licenses & Certifications tab.


- Click  and select your professional role, state, and license in section 1.
- In section 2 add your license number, renewal period, and renewal date, then click save.
- Once your license is added to the system you'll be able to filter courses by "My License" with the drop down.

Print Certificates

To print certificates access your Completed Training from your My Learning tab.

- Click the  button next to the course you would like to print a certificate for.
- Enter the appropriate information under Learner Information and then choose your license and certificate in the Certificate section.
- Click . This will open your printable certificate in a new window (pop-up blockers will need to be disabled).

Additional Resources

Additional learner help is available by clicking the  (Help & Resources) icon in the top right corner of your screen.