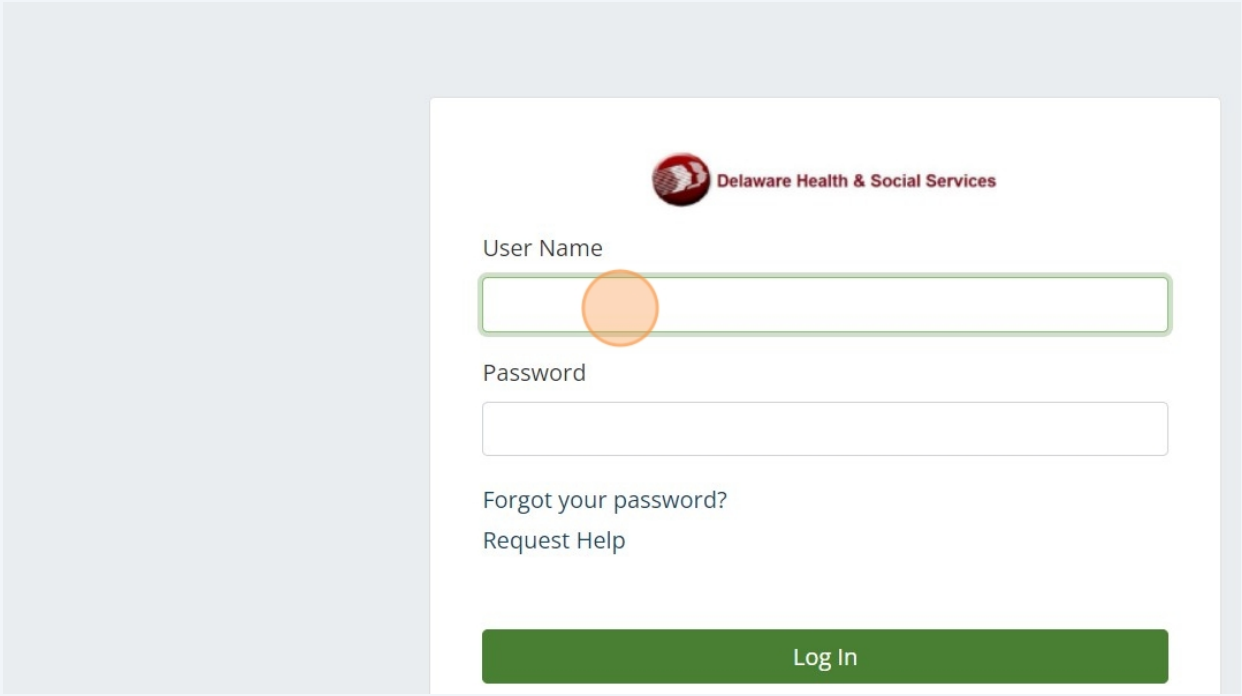
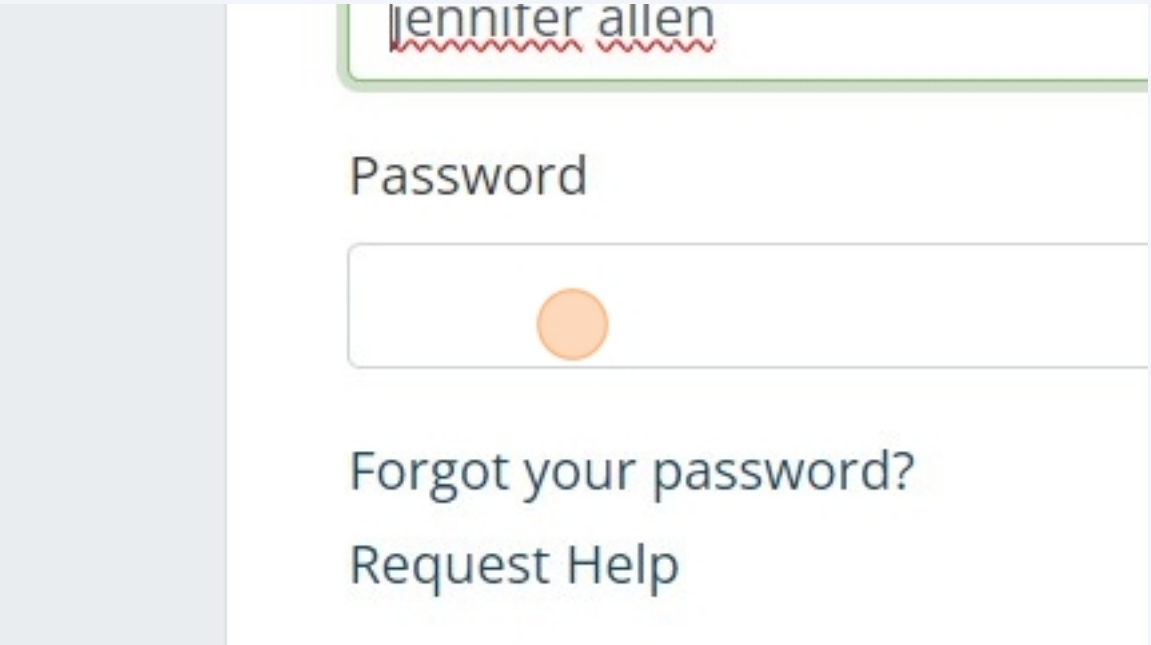
How to look up the requirements trackers under a learners profile in Relias.

1 Click the "User Name" field.

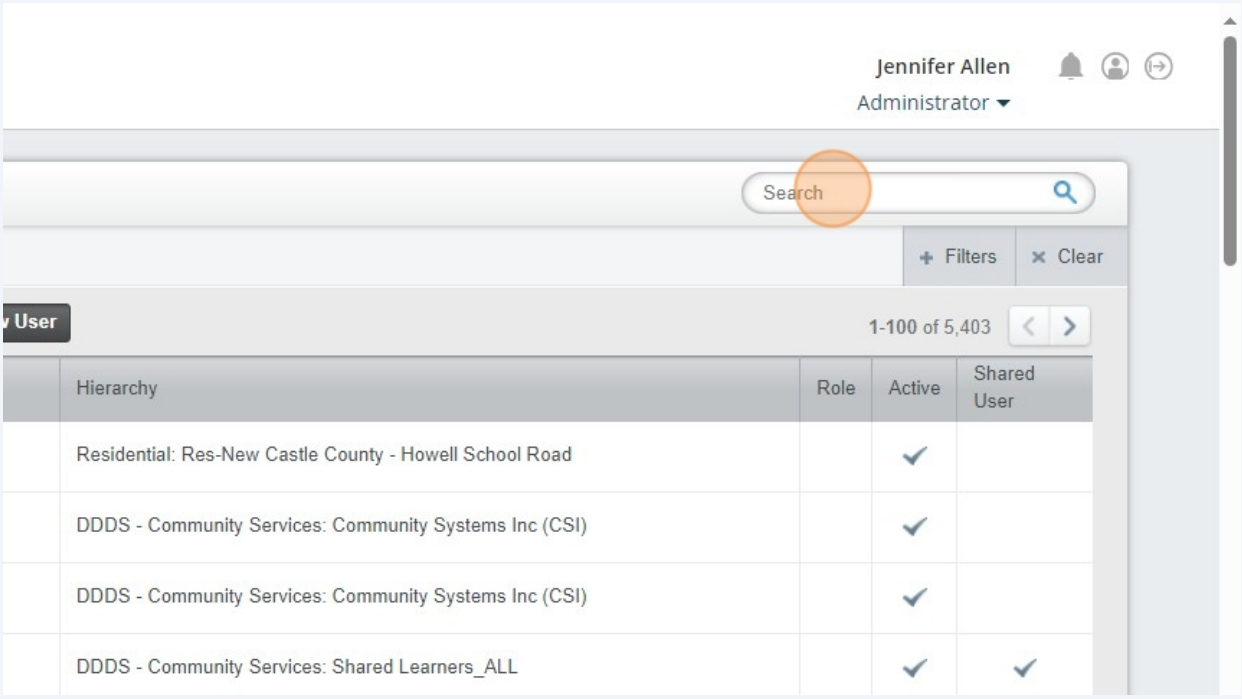


2 Type "your email"

3 Click the enter your password

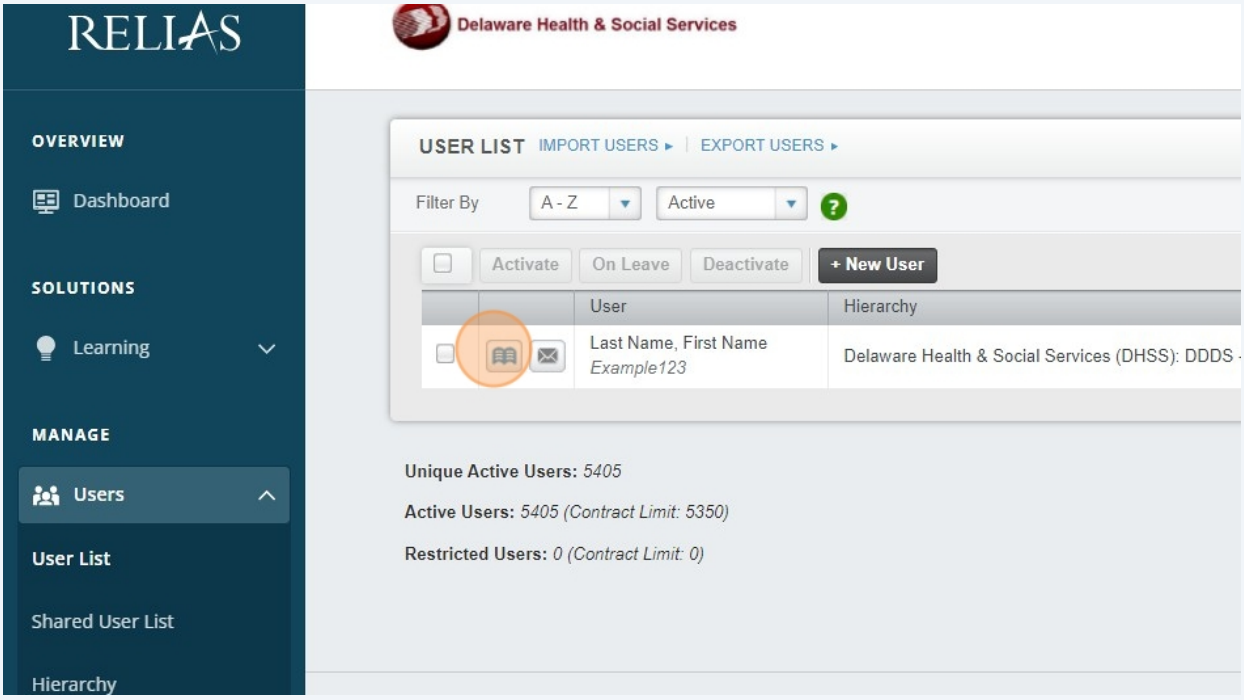


4 Click the "Search" field.

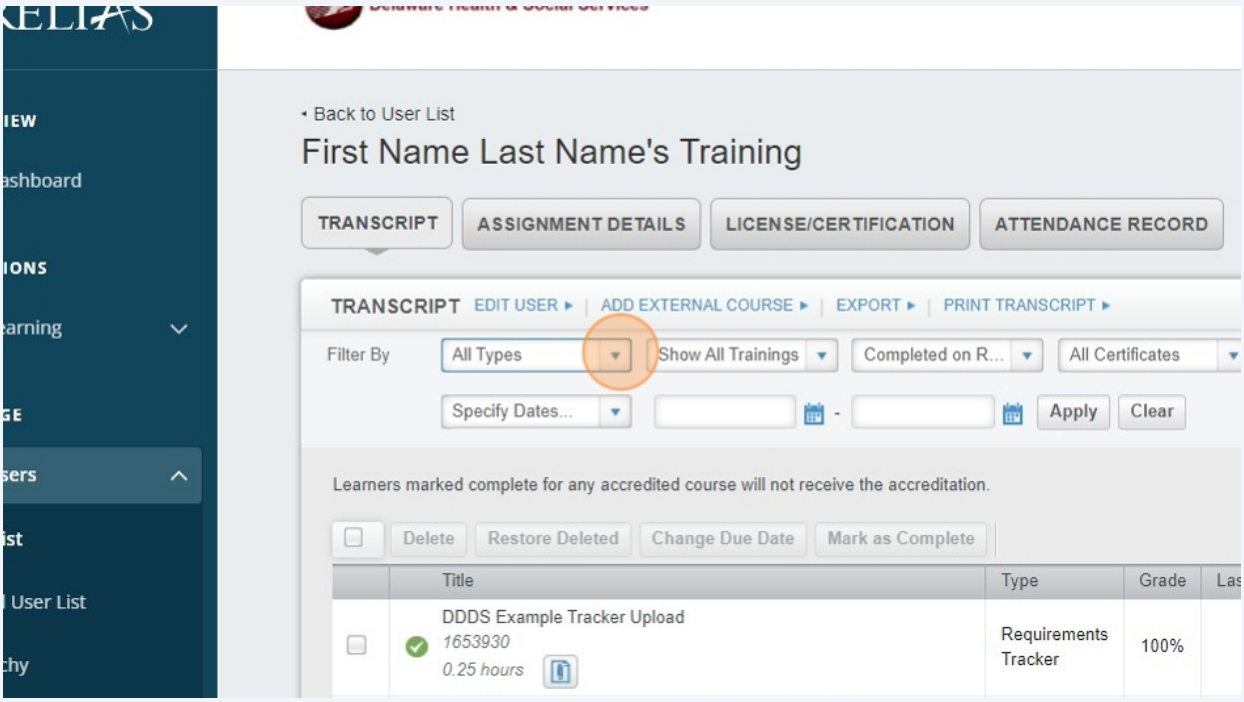


5 Type the name of the learner and hit **enter**

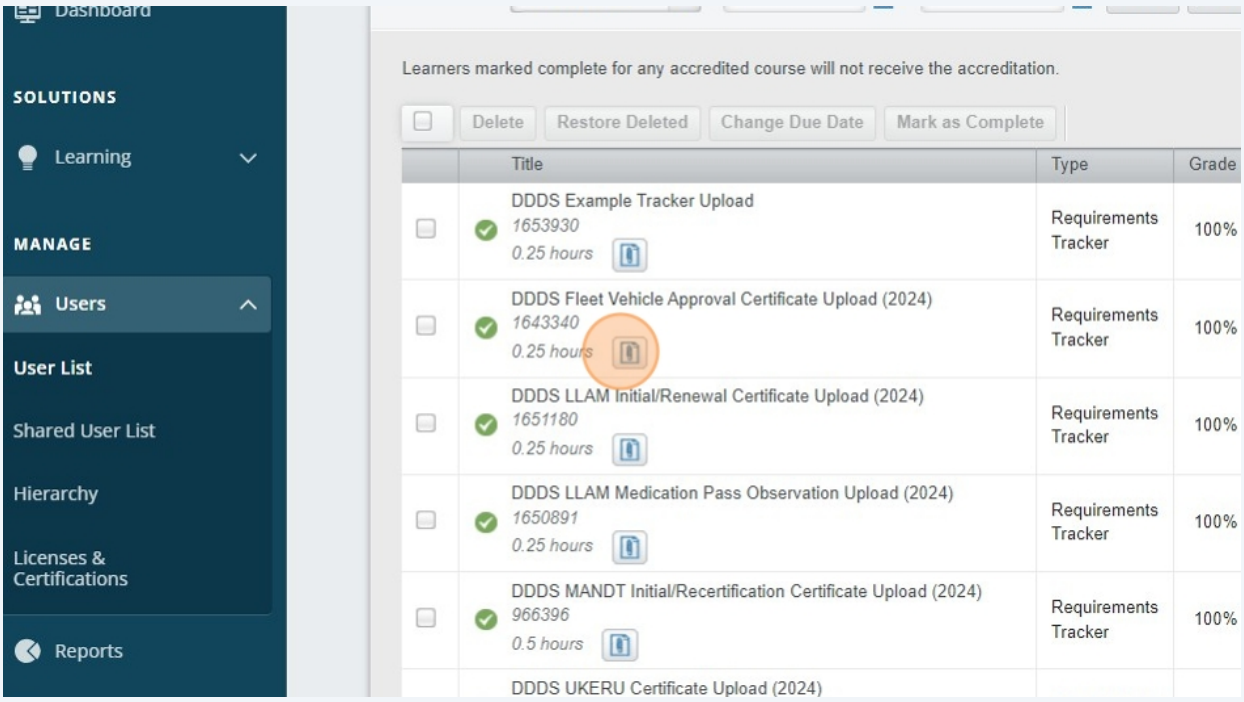
6 Click on the blue book next to the learner's name



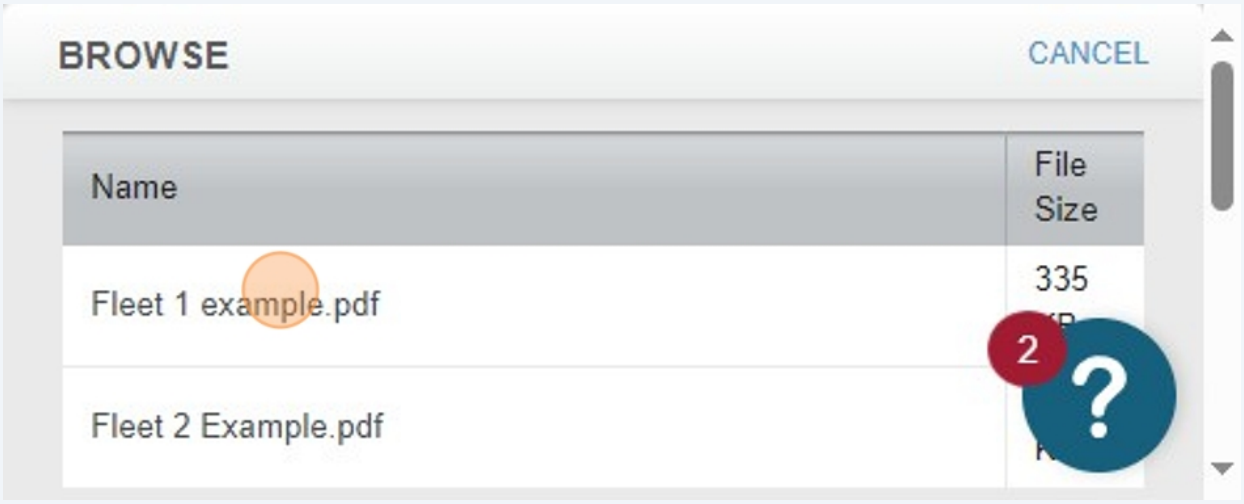
7 Click this dropdown and select the requirements trackers



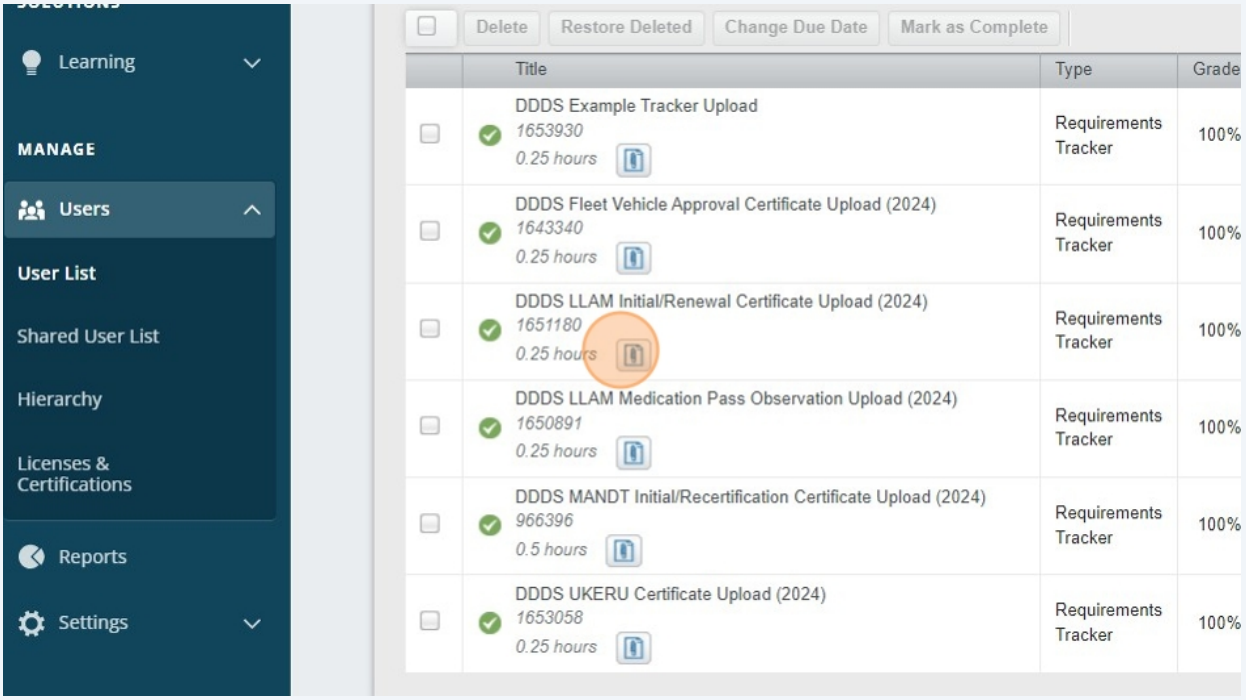
8 Click the blue paper clip to view the file, if the paperclip is not blue there is no file uploaded into the tracker.



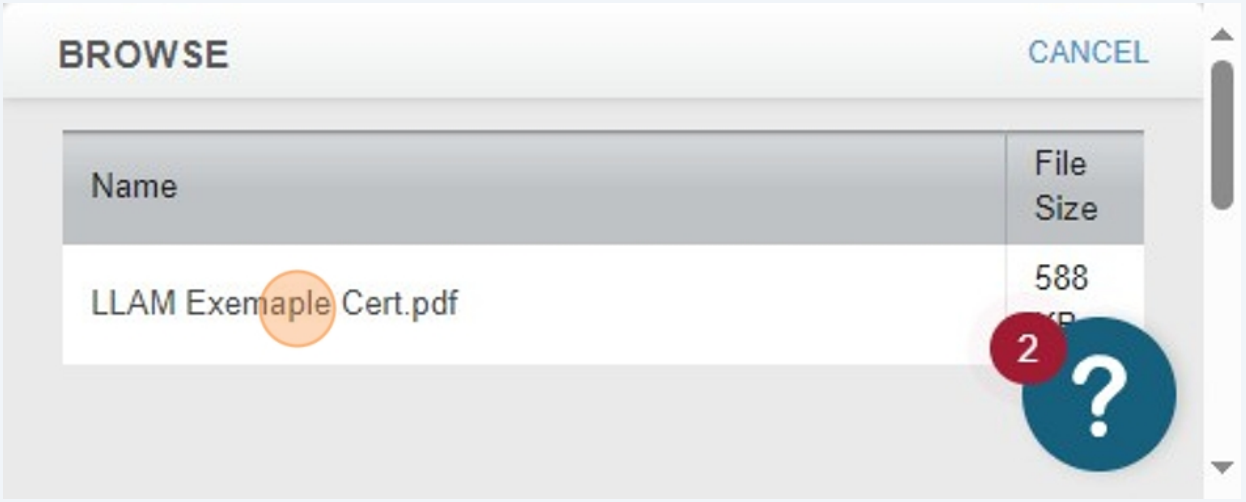
9 Click "Fleet 1 example.pdf"



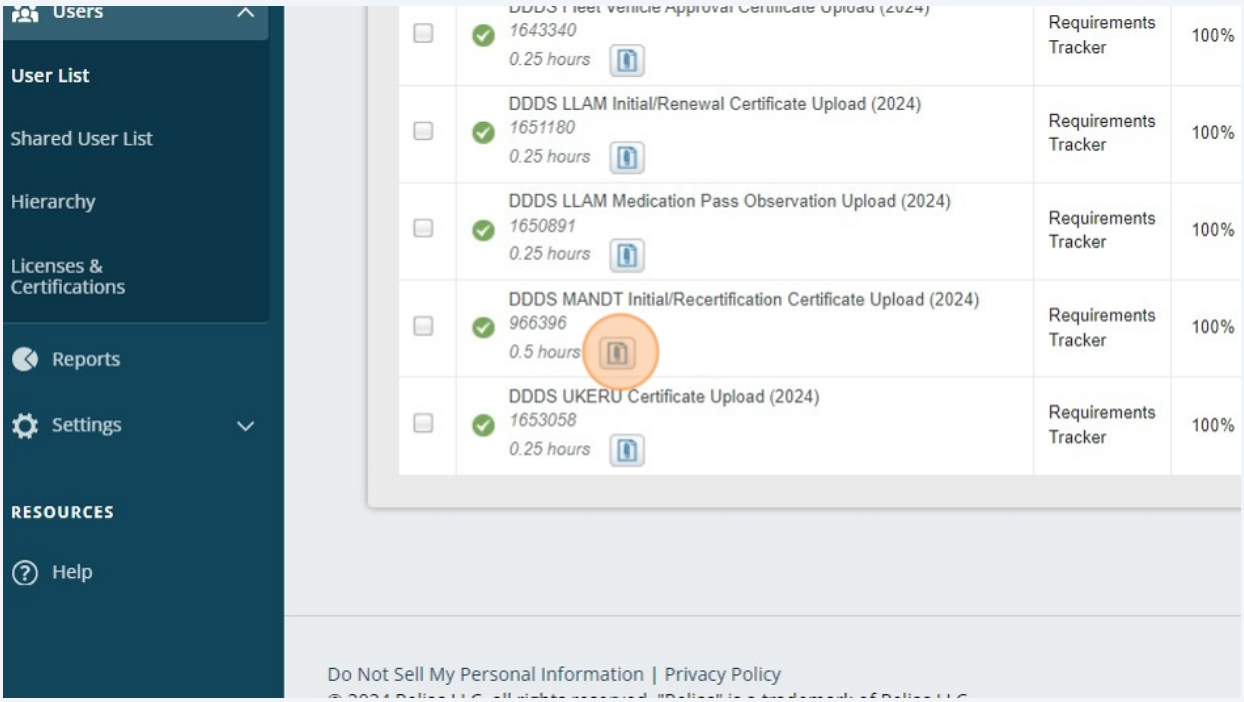
10 Click the blue paper clip to view the file, if the paperclip is not blue there is no file uploaded into the tracker.



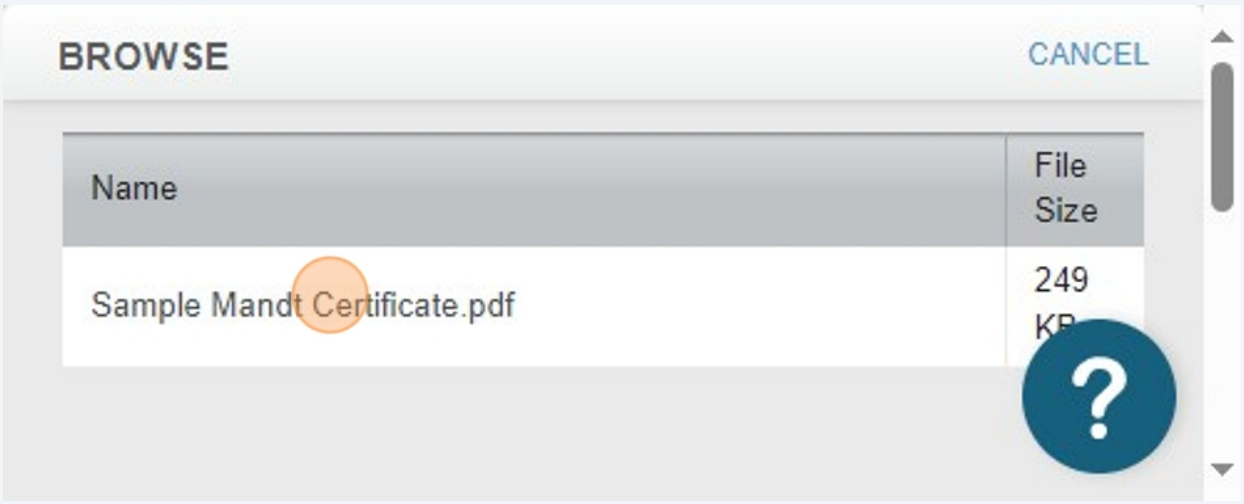
11 Click "LLAM Exemaple Cert.pdf"



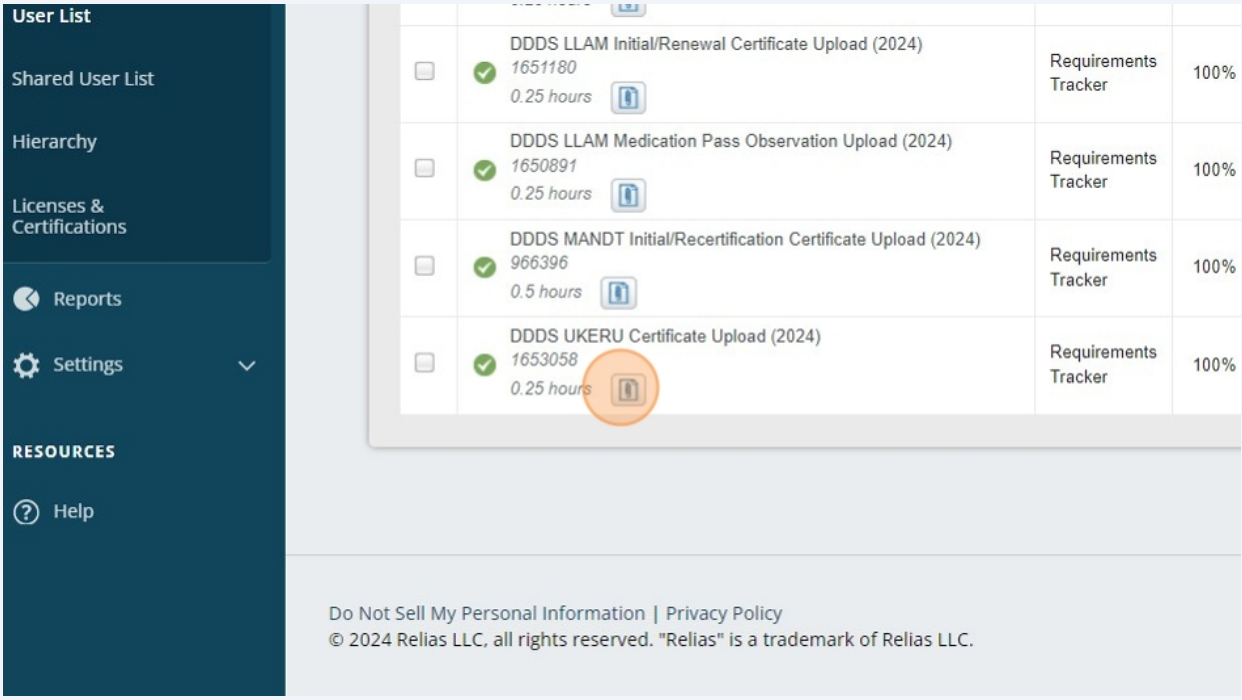
12 Click the blue paper clip to view the file, if the paperclip is not blue there is no file uploaded into the tracker.



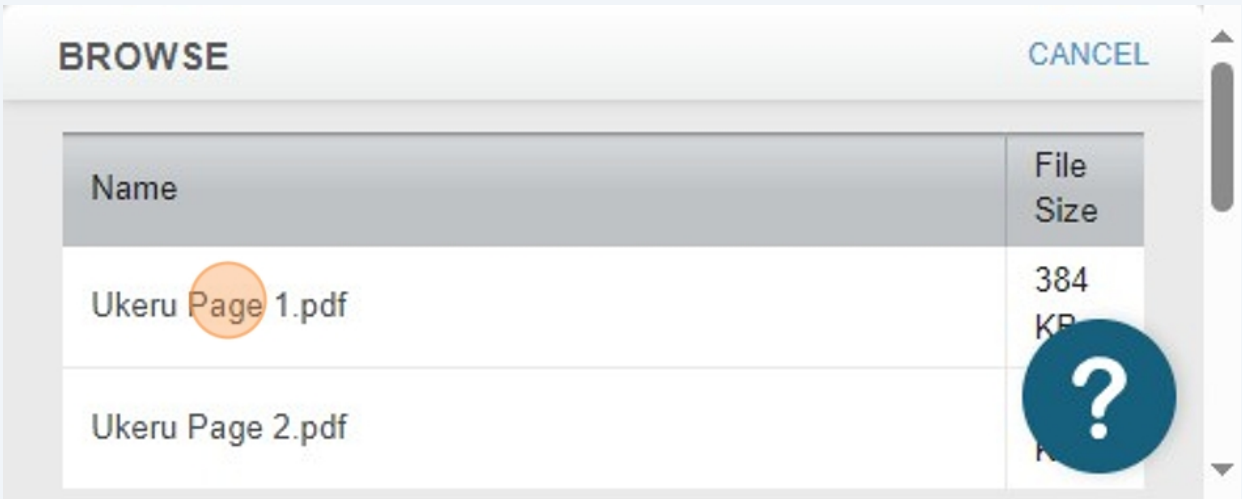
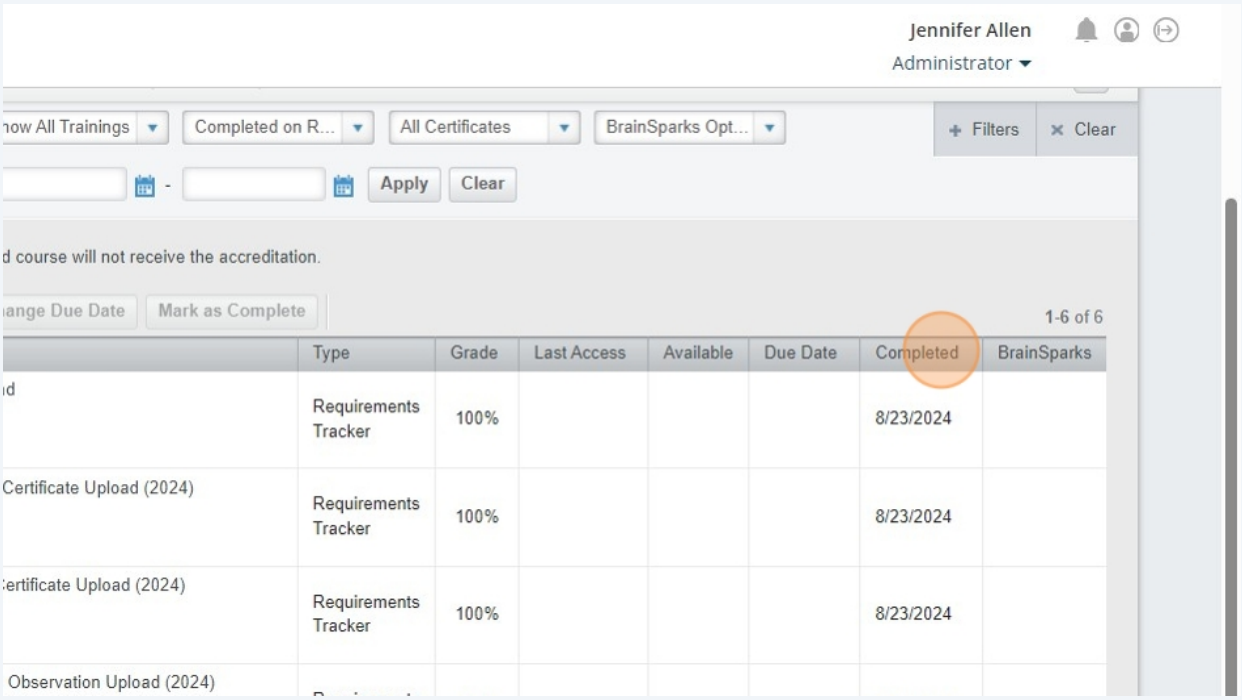
13 Click "Sample Mandt Certificate.pdf"



14 Click the blue paper clip to view the file, if the paperclip is not blue there is no file uploaded into the tracker.



15 Click "Ukeru Page 1.pdf"



16 the completed column is the date it was completed by.