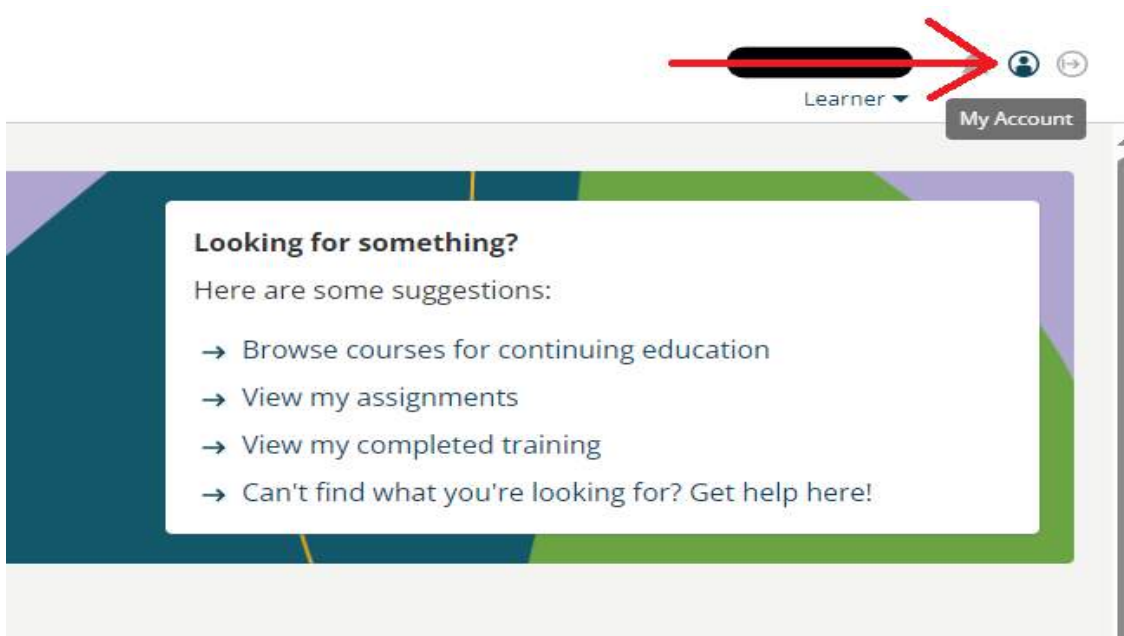


How to enable the Relias text message feature

In order to use the text feature, you must provide your cell phone number and consent to receive text messages from Relias. Begin by logging into Relias and accessing your profile. You can access your profile by clicking on *my account* icon located in the top right of the dashboard screen:



Once in your profile, scroll down to near the middle of the page until you see the *Notification Information* heading. Just below this heading, you will see the *Mobile phone* field which is where you will enter your phone number. After entering your mobile number, check the box below that says *"I would like to opt-in to receive text messages from Relias"*, and then click save. After saving, Relias will send a text message with a verification code to the cell number you entered. Check your text messages for this code and then return to your Relias profile to enter this code in the verification box, then click the green "submit code" icon to complete the enrollment process as shown in the 1st image:

1st Image:

Notification Information

Email *

Mobile phone

Mobile phone not yet verified

I would like to opt in to receive text messages from Relias

By opting in, you agree to receive a text message reminder each day between the due date and 2 days before the due date of an incomplete assignment. You can opt out any time by returning to this page, unchecking this box, and clicking Save; or reply STOP to the SMS message.

A 6-digit code was just sent to your phone number. Please enter it below to confirm enrollment in text message reminders.

Submit code

[Send me a new code](#)

Once verified, your profile will now show a green check alongside the mobile phone number indicating the number was verified as shown in the 2nd image below. Relias will now send text reminders to complete trainings 2 days before they are due. The last image below shows Relia's text message examples.

2nd Image:

Notification Information

Email *

Mobile phone

Mobile phone verified

I would like to opt in to receive text messages from Relias

By opting in, you agree to receive a text message reminder each day between the due date and 2 days before the due date of an incomplete assignment. You can opt out any time by returning to this page, unchecking this box, and clicking Save; or reply STOP to the SMS message.

Relias Sample Texts:

