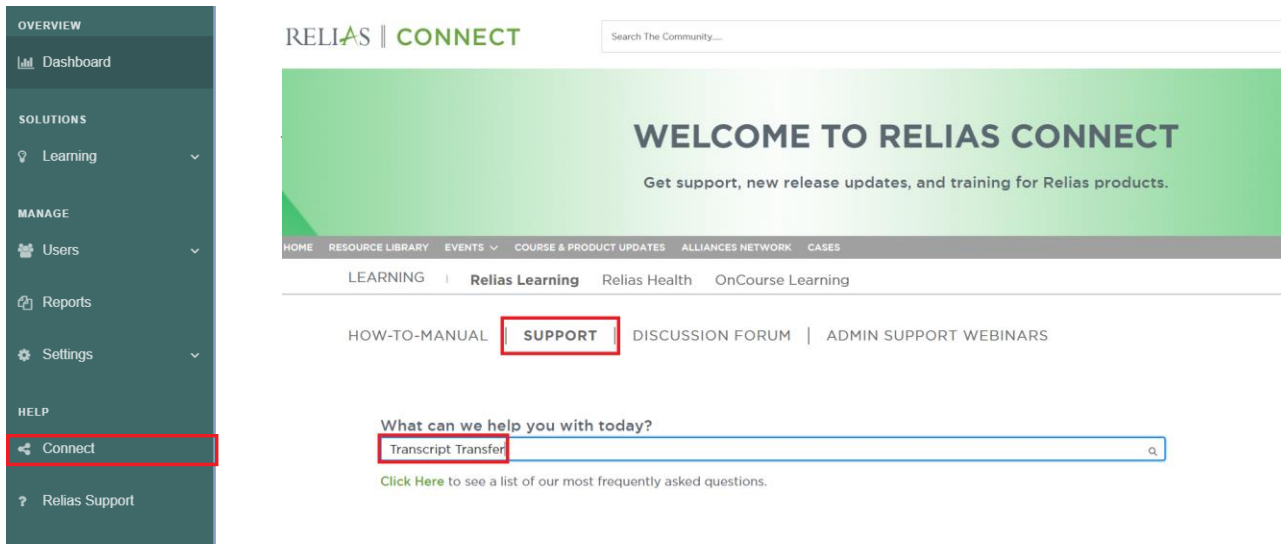


## Instructions Relias Transcript Transfer Submit Request Through Relias Connect



Once you click on support and type in “Transcript Transfer” and click enter you can fill in the request by clicking **“Contact Relias Support”** at the bottom of the page:

**Accreditation Guide for Relias LMS and Relias Academy** [How To](#)

Accreditation FAQs, state and regulatory board expectations; license & certification and training guidance relevant on the Relias LMS & Relias Academy platforms

**Settings for Site Properties** [How To](#)

An overview of the Settings section, available via the Admin RLMS Site Settings menu option

**Why can't the learner access the exam?** [How To](#)

Several situations may prevent a Learner from accessing a course's exam. The following document contains the most common reasons why.

**Add & Remove Users and the User Profile Fields** [How To](#)

Learn to create your users and properly remove your users. Also a detailed look at each one of the user profile fields, which is a necessity in assigning roles, attributes, reaching your active seat limit, and more!

**Bulk Transcript Printing** [How To](#)

This article will take you through the steps of printing Learner transcripts in bulk

**Preview or Print the Module Transcript** [How To](#)

As an Administrator or Supervisor, you can preview a module before you assign it. Find out how in this article

**The Assignments Tab** [How To](#)

Assignments Tab - Learner Dashboard View

**Using the Learner Blue Book** [How To](#)

An overview of the Learner Blue Book functionality, which is one of the most frequently used and versatile places on the LMS. Admins can view, sort, & manage training records, licenses, due dates, transcripts and much more!

Per page:  Total Results: 62

[PREVIOUS](#) [1](#) [2](#) [NEXT](#)

Still not finding what you're looking for?

[ASK A QUESTION](#)

[CONTACT RELIAS SUPPORT](#)

Enter a subject and description of the name of the employee and their previous organization (All other fields will be automatically populated for you). Then hit submit.

**Subject**  
Transcript Transfer

Please include a brief subject for your issue. Check to the right to see if we already have a How-To article on the subject.

**Description \***  
Include the name of the employee and previous organization that you would like to transfer completions from here.


Please be as detailed as possible. Helpful items include: usernames, course codes, current browser, device (i.e., laptop, phone), etc.

Contact Name \*  
Christine Connell

Account \*  
Barnes and Noble Booksellers DBA Ball State University

Product \*  
Relias Learning

Priority \*  
P3: Forgot RLMS username or password, transfer transcript

 Upload File

**SUBMIT FORM**

\*Allow 24 – 48 hours for the transfer to process and then Relias Support will notify you it's been completed.