



# PROVIDER ALERT

How to print certificates and transcripts in Relias

May 1, 2024

**Alert Summary:** The infographic linked in this document will support users in the process of printing transcripts and certificates of all previous Relias course completions.

Dear Provider,

The Education and Training Department is excited to announce the release of our latest resource—a comprehensive infographic providing step-by-step instructions for printing transcripts and certificates in Relias. This user-friendly infographic is designed to support our providers in accessing and printing their transcripts and certificates. It's Optum Idaho's way of ensuring that every provider can navigate through the process with ease to print, email or download their transcripts and certificates. The infographic can be found [here](#). It will also be available in the announcements in Relias by selecting the bell notification icon.



Thank you,  
The Optum Idaho Team