Training Environment Connectivity

Please follow the instructions below from the computer you will use on training day. If possible, test from the physical location in which the training will be held. These tests should take 5-10 minutes to complete. Note that the inability to successfully connect to the test environment may result in the inability to participate in training exercises on training day.

Note: You must remember and/or have access to your Relativity Community account email address and password for the training.

Testing Relativity Community Access

You must use your Relativity Community account to connect to the Relativity training environment. By successfully logging into Hopper, you are confirming that your Relativity Community account is set up correctly.

1. Launch Chrome, Internet Explorer, or Firefox. (Chrome is preferred.)
3. Select the Relativity Community button.
4. In the Username field, enter your Relativity Community email address.
   - Note: You must use your own account. You may not use another person’s account to access the training. This email address must be the same email you registered with for the training.
5. In the Password field, enter your Relativity Community password.
   - If you do not remember your password, select the Forgot your password? link.
6. Click Log in.
8. A successful login indicates that your Relativity Community access is working. Bring your Relativity Community credentials with you on training day.
9. If you are unable to login, email training@relativity.com requesting assistance.
10. Proceed to the Testing Access to Relativity Training Servers section. If you are attending training at Relativity's Chicago Headquarters your test is complete and you do not need to proceed to the next steps.

Testing Access to Relativity Training Servers

Relativity uses virtual machines (VMs) to allow you to access our training environments. Depending on the training(s) that you are attending, you will need to complete the below test.

HTTPS Test

The following trainings require you to test your access via HTTPS: Relativity 101, Admin Essentials I, Admin Essentials II, Processing, and Analytics and Active Learning. If you are attending the above trainings, complete the HTTPS test.

1. At the top-right of the browser screen, select the user drop-down menu.
2. Select the Test Connectivity - HTTPS link.
3. If you see the Connection test successful message without modifying any computer, port, or firewall settings, you have successfully connected to the server.
4. If you experience connectivity issues, please email training@relativity.com.