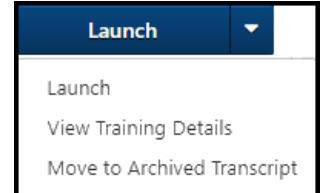




Move Training to Archived Transcript

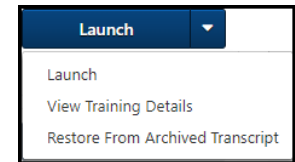
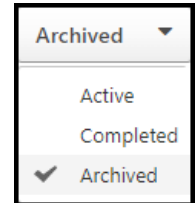
When you have training on your transcript you no longer need or training that has become inactive, you may move it to your Archived transcript.

1. Navigate to your Transcript. Use the **Menu** and go to **Learning > Transcript**.
2. From your Active, or Completed Transcript, find the training you want to move to archive.
3. Go to the **Action** button on the far right of the course title and select the dropdown arrow. Select the **Move to Archived Transcript** option.



Note: The example used in this Job Aid is an online training course. The Move to Archived Transcript option is also available for other types of training.

4. To review your Archived transcript, select the **Archived** option from the dropdown on the Transcript menu button.
5. Training can be moved back to the Active transcript by using the Restore from Archived Transcript option from the dropdown on the Action button.



Moving training to your Archive transcript that has a due date does not remove the due date or suppress emails associated with the training assignment.



Be sure to review your Archived Transcript when reviewing your entire transcript history.