Move Training to Archived Transcript

You may move inactive training, no longer needed training, or older completed training which appears on your Active or Completed training transcript to your Archived training transcript.

1. From the Home Page, open the Learning tab in the menu bar and then select Transcript from the dropdown menu.

2. From the Active or Completed transcript, locate the training you want to move to archive.

3. Select the Inactive dropdown button on the far right of the course title.

4. Select the Move to Archived Transcript option from the dropdown menu.

5. To review your Archived transcript, select the Archived option from the dropdown menu.

Note: The example used in this Job Aid is archiving an Inactive course. The Move to Archived Transcript option is also available for training with buttons in status Launch, Open Curriculum, and others.

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