



Re-Take an Online Course

2. Select **Request**

Do you need to re-take an online course you previously completed? If you re-launch the completed course from your Completed Transcript, it will not track your progress. To re-take an online course you previously completed and ensure it records a new completion, follow these steps:

- 1. From your completed transcript, select the Training Title.
- Completed * By Title 🔻 All Types * Select the Training Title COMPAS Case Manager - Employment History View Completio Status: Complete eted: 2/6/2017 View Completion Page View Certificate Launch 🚫 Do Not Launch View Training Details Select Training was succ Request and recorded to v Request
- 3. A confirmation message appears. Select **Request** to retake the training and receive a new completion.
- 4. Your training status changes to Registered. Select Launch.



You have already completed this training.

Click Request below to retake the training and receive a new completion date. Close this window and select Launch from the drop down menu if you would like to review the completed training content (if available) without a new registration. Select Request

Request

If you need to re-take an online course, do not Launch it from your completed transcript. Instead, follow the instructions above to register for a new instance of the training.

When a course you previously completed has an Inactive status, you won't be able to re-take it, since the Ō training is no longer available. Try searching the catalog for similar training.



You can re-take a course from the training catalog, eliminating the need to first navigate to Q your completed transcript. Select the training title and follow instructions above beginning at step two.

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