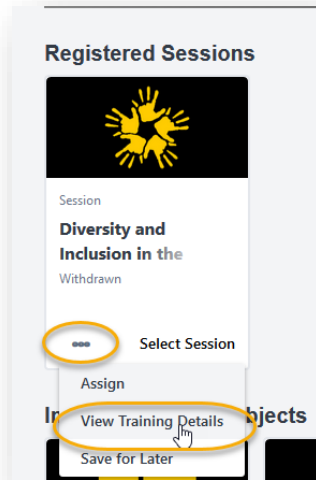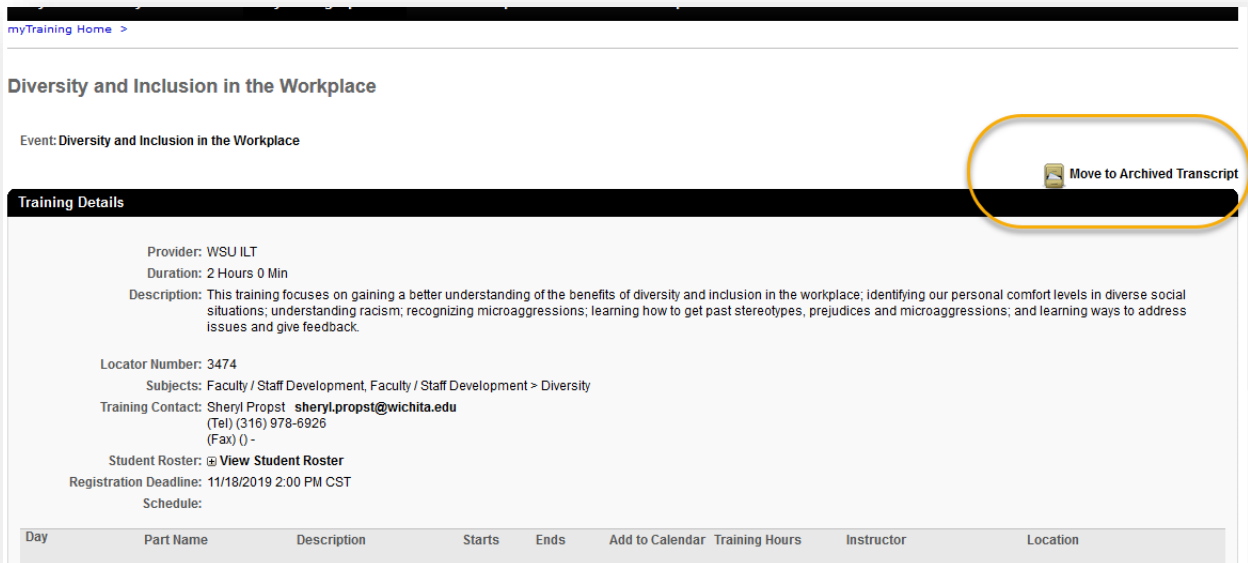*Last Updated January 17, 2020*

myTraining: How to Archive a Session

Archiving a session will remove it from the **Registered Session** carousel, as well as your myTraining Transcript.

1. Find the session from your **Registered Sessions** carousel. Click on the ellipses (…) and select **View Training Details.**
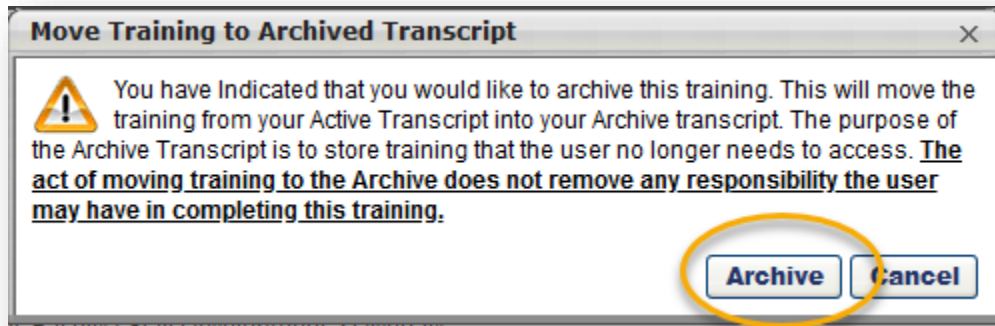

2. On the right side of the page, select **Move to Archived Transcript.**

3. Select **Archive.**

QUESTIONS?

Contact information

Password Assistance:

- Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu

Assistance:

- ITS Applications Training: (316) 978-5800 or training@wichita.edu

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