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**.

![Move Training to Archived Transcript](image)

**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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