ACCESS AND VIEW A TRANSCRIPT

1. Select myTraining Transcript under the myTraining Options list on the Learner Homepage.
1. Select Active transcript option to view all current registrations for online modules, active classroom sessions, and withdrawn classroom sessions that have not been moved to archived transcript.

2. Online Module (computer monitor icon)
   a. All requested online training modules will stay on your Active Transcript until completed.
   b. Select Launch to start an online training module.

3. Classroom Session (calendar icon)
   a. All scheduled classroom training will show a Registered status on your Transcript with the training date.
   b. Select View Training Details to view class information.

4. Withdrawn from Classroom Training
   a. Select Withdraw from drop down options.
   b. A pop-up box will appear. Select a reason for withdraw, add comments and submit.

5. Move a Withdrawn class to Archive Transcript
   a. Locate a withdrawn class on transcript
   b. Select training class title link
   c. Select Move to Archived Transcript option
1. Select **Completed** transcript option to view all completed online modules and classroom sessions.

**ARCHIVED TRANSCRIPT**

1. Select **Archived** transcript option to view all training that has been moved to Archived transcript.
SHORTCUTS TO ACCESS A TRANSCRIPT

1. Select **Completions** link on the Homepage to view Completed Training Courses (online and classroom) on your transcript.

2. Select **View** to go to your Active Transcript.

3. **Assigned / No Due Date**
   a. This list will include classes assigned to you or courses with no due date such as online training.
   b. Select the training title to bring up training details.

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CONTACT INFORMATION

- myTraining Questions: myTraining@wichita.edu
- myWSU Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu

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