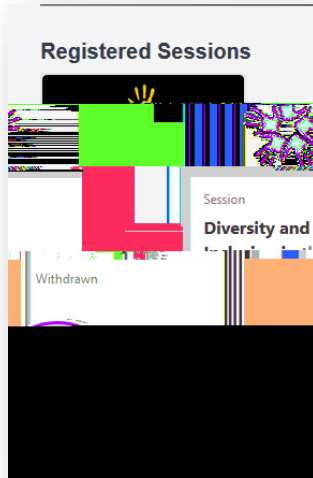


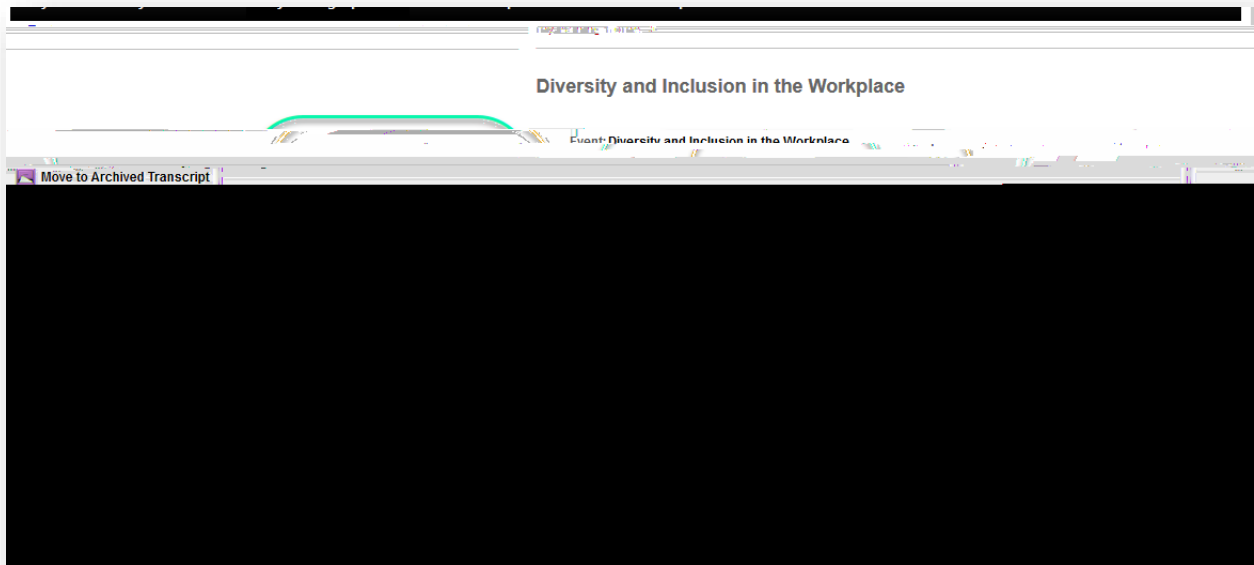
# MYTRAINING: HOW TO ARCHIVE A SESSION

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**.





*Last Updated January 17, 2020*

3. Select **Archive**.

## QUESTIONS

### Contact information

---

Password Assistance: