

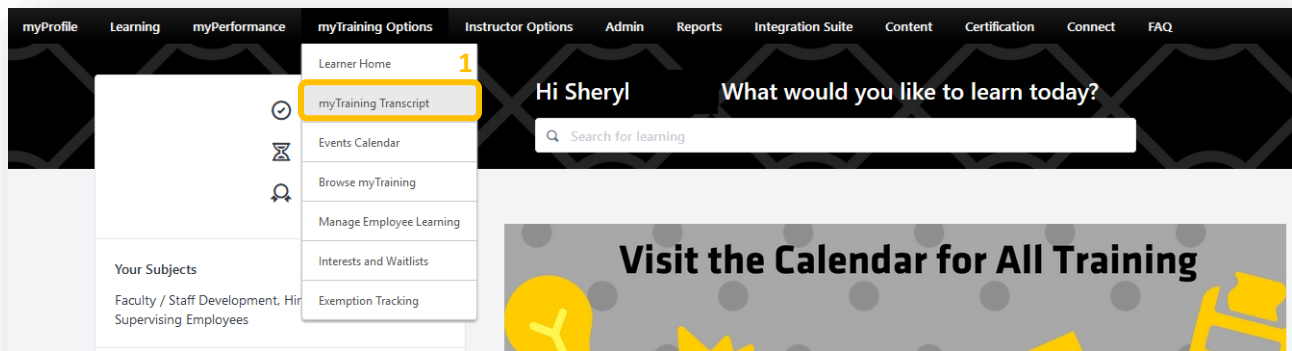
MYTRAINING: HOW TO ACCESS AND VIEW A TRANSCRIPT

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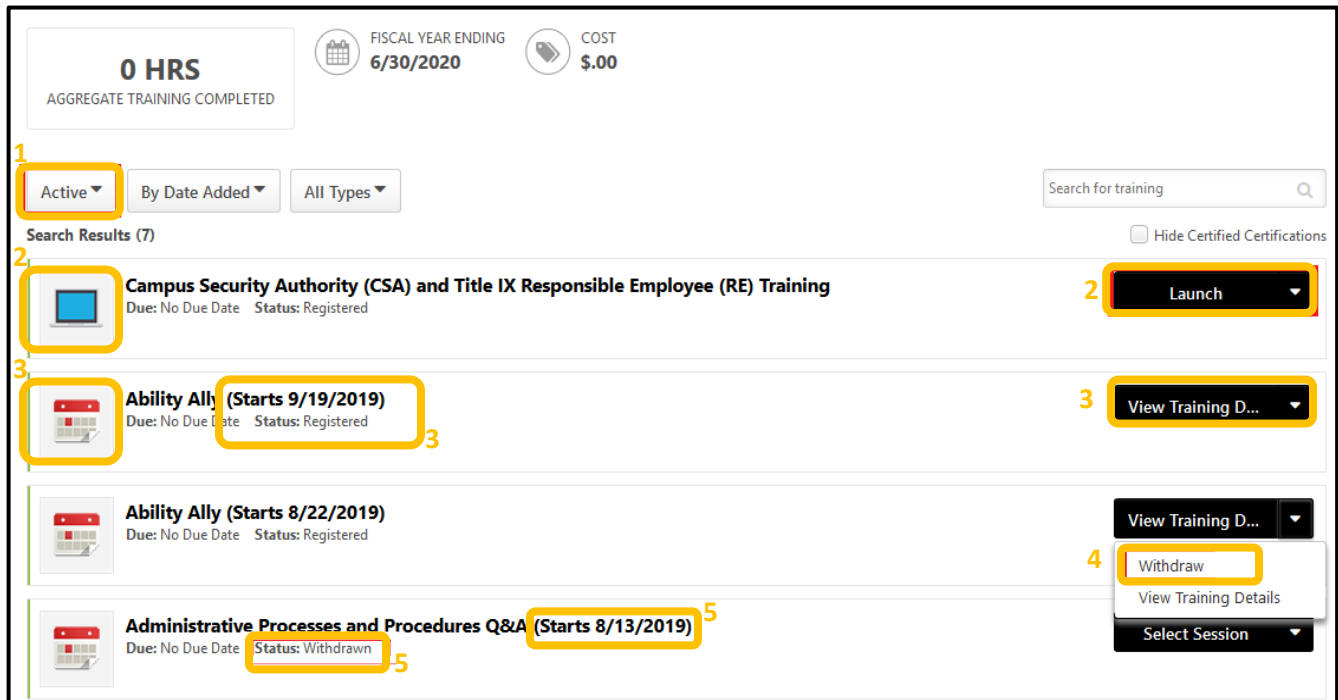
Document links may not work in Firefox. Scroll down to view guide information.

ACCESS AND VIEW A TRANSCRIPT



1. Select **myTraining Transcript** under the **myTraining Options** list on the Learner Homepage.

ACTIVE TRANSCRIPT



The screenshot shows the 'ACTIVE TRANSCRIPT' interface. At the top, it displays '0 HRS AGGREGATE TRAINING COMPLETED', 'FISCAL YEAR ENDING 6/30/2020', and 'COST \$0.00'. Below this, there are filters for 'Active', 'By Date Added', and 'All Types', along with a search bar. The main area lists training items with icons and actions:

- 1:** Filter dropdown set to 'Active'.
- 2:** 'Launch' button for 'Campus Security Authority (CSA) and Title IX Responsible Employee (RE) Training'.
- 3:** 'View Training D...' button for 'Ability Ally (Starts 9/19/2019)'.
- 4:** 'Withdraw' option in the dropdown menu for 'Ability Ally (Starts 8/22/2019)'.
- 5:** 'Withdrawn' status for 'Administrative Processes and Procedures Q&A (Starts 8/13/2019)'.

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**Active** transcript option to view all current registrations for online modules, active classroom sessions, and withdrawn classroom sessions that have not been moved to archived transcript.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 Withdrawn from Classroom Training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 Move a Withdrawn class to Archive Transcript
 - a. Locate a withdrawn class on transcript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





COMPLETED TRANSCRIPT

1.5 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2020** COST **\$.00**

Completed By Completion Date All Types Search for training

Search Results (3)

-  **Campus Safety Active Shooter Incident Planning (Starts 7/2/2019)**
Completed: 7/26/2019 Status: Completed **View Training D...**
-  **Campus Security Authority (CSA) and Title IX Responsible Employee (RE) Training**
Completed: 7/26/2019 Status: Completed **View Certificate**

1. Select **Completed** transcript option to view all completed online modules and classroom sessions.




ARCHIVED TRANSCRIPT

1.5 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2020** COST **\$.00**

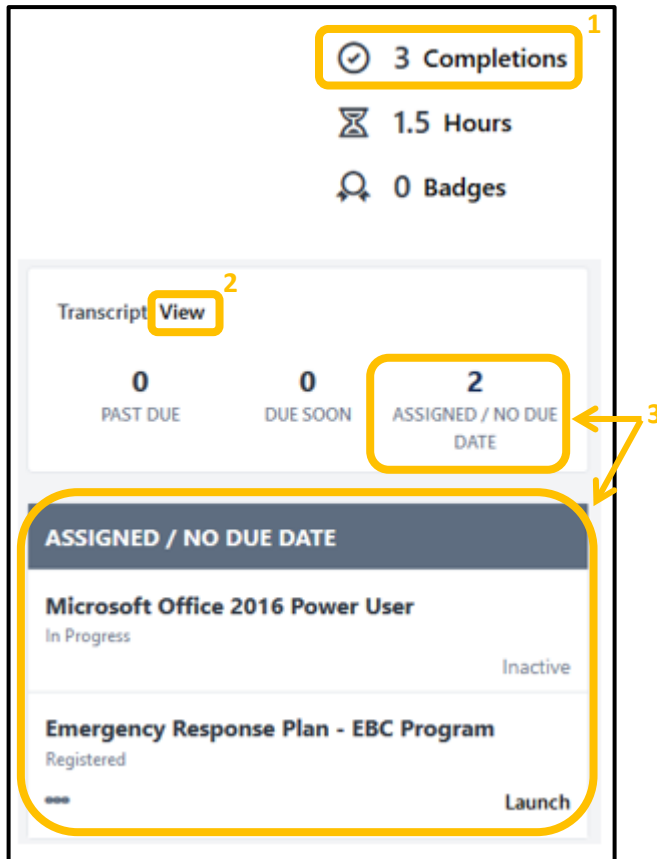
Archived By Title All Types

Search Results (13)

-  **Ability Ally (Starts 8/8/2019)**
Due: No Due Date Status: Withdrawn
-  **Ability Ally (Starts 8/7/2019)**
Due: No Due Date Status: Withdrawn
-  **Cross-Cultural Leadership (Starts 7/7/2016)**
Due: No Due Date Status: Withdrawn

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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