

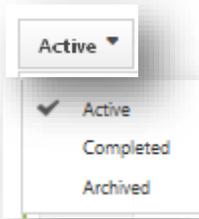
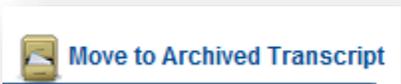
How to Archive Training in Transcript

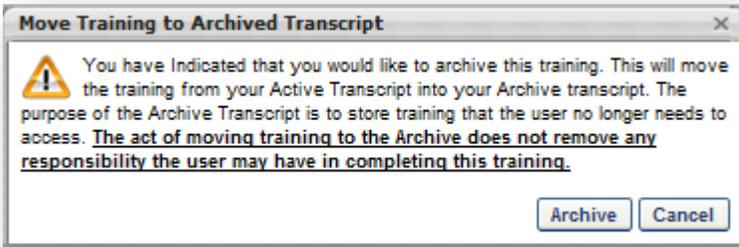
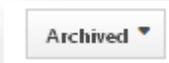
Introduction The CNM Talent Management system will keep a permanent record of all registered, attempted, or completed training. Archiving training removes training out of the Active or Completed transcript and moves it into the Archive Transcript.

Definition: Transcript A transcript displays and manages all training for a user (for the other ones you used the word in the definition).

Important System note Some training will automatically move to Archive status based on the system design. These instructions are to move any additional training that remain on the Active Transcript. Placing an item in the archive will not release the user from the responsibility of completing the course.

Step by Step:

Step:	Action:
1	Log on to the Talent Management System via <i>myCNM</i> portal.
2	Click the View your Transcript link from the Employee Learning tab. The screen will display different views: Active, Completed, Archived  three
3	To move a course to archive, click on the title of the course
4	In the upper-right hand corner, click the Move to Archived Transcript link 

5	<p>The system will prompt you to acknowledge the purpose of the Archive Transcript. The purpose of the Archive Transcript is to store training that the user no longer needs to access.</p> 
6	<p>Select Archive to move forward or Cancel to cancel the process.</p>
7	<p>From the Transcript page, at the top of the Transcript section, click the Archive tab to view all archived training.</p> 
8	<p>Training can be made Active again or moved back to the Completed tab by clicking the Training Title and then on the Activate button.</p>

For additional assistance, the following job aid is available:

- Browse for Training

If you have questions regarding Training, contact the Employee Training at 224-4600 or by e-mail at Employeeetraining@cnm.edu.