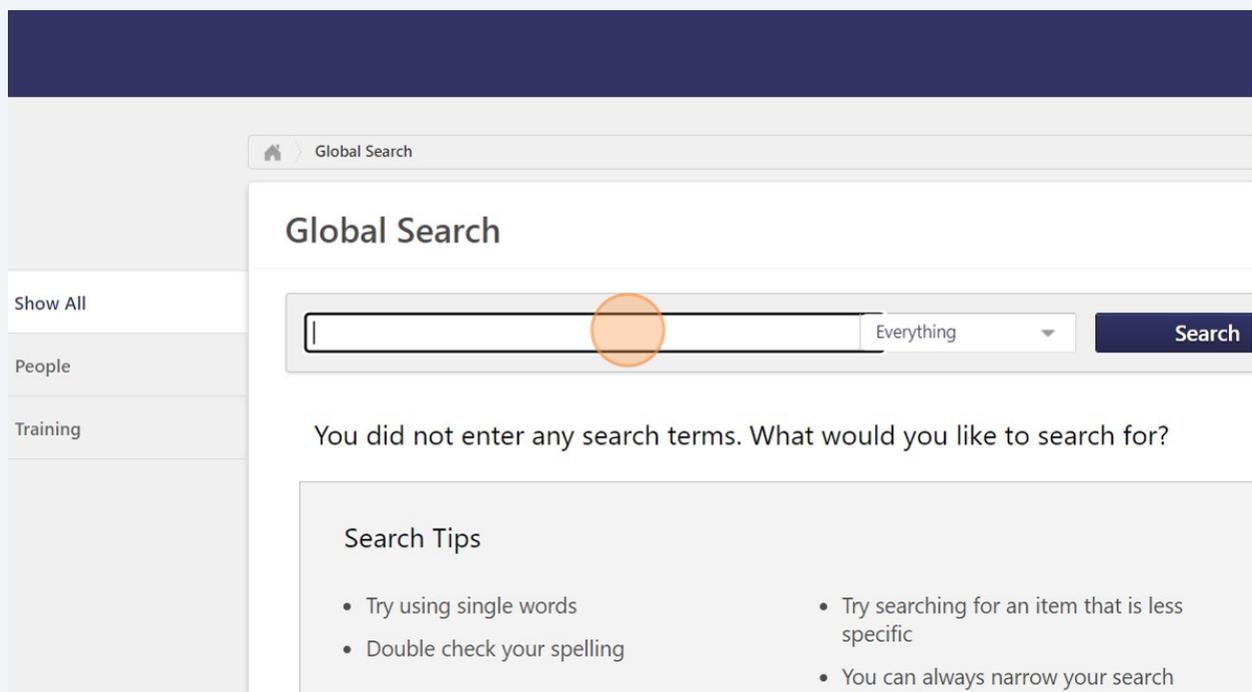


# Retaking a Previously Completed Training

1 Navigate to <https://cosc.csod.com/GlobalSearch/search.aspx?s=&q=>

2 Use the Global Search to find your training.



3 In this example, "A Higher Calling, The Code of Conduct for Judicial Employees-Part 1" is used for searching.

4

Click on "ETH00001COC - A Higher Calling: The Code of Conduct for Judicial Employees - Part 1"

Global Search

a higher calling Everything Search

**Training**

- ETH00003COC - A Higher Calling Part 2
- ETH00001COC - A Higher Calling: The Code of Conduct for Judicial Employees - ...
- APPS447COC - Introduction to Computer Security: A How to Guide
- ETH229HR - Leadership Academy: Understanding FMLA and ADA for COSC Supe...
- FIN438COC - Making It All Add Up For Managers: Understanding Minimum Acco...

You did not enter any search terms. What would you like to search for?

5

Click "Request" so that it generates a new training entry on your transcript for the year.

Code of Conduct for Judicial Employees - Part 1

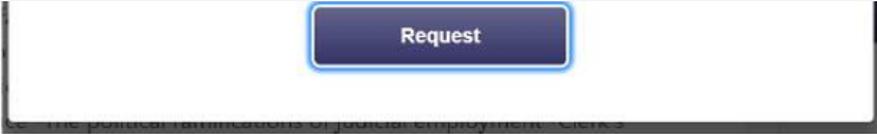
Completed

Training was successfully completed and recorded to [your transcript](#).

Request or Assign

6

You will see a window appear stating you have already completed this training. Click on the Request button and it will appear on your transcript.

A screenshot of a window with a dark blue button labeled "Request" centered at the top. The button has a white border and a slight shadow. The rest of the window is empty white space.

Tip! If you see a "Launch" button when searching for it again, don't click on it. Doing so won't create a new entry on your transcript and more importantly, won't record the COJET completion.



Tip! Don't re-launch any previously completed training from your Completed Transcript.