



# How to Change Invalidation Settings for a Course Stage

Learn how to set and change the invalidation settings for a course stage.

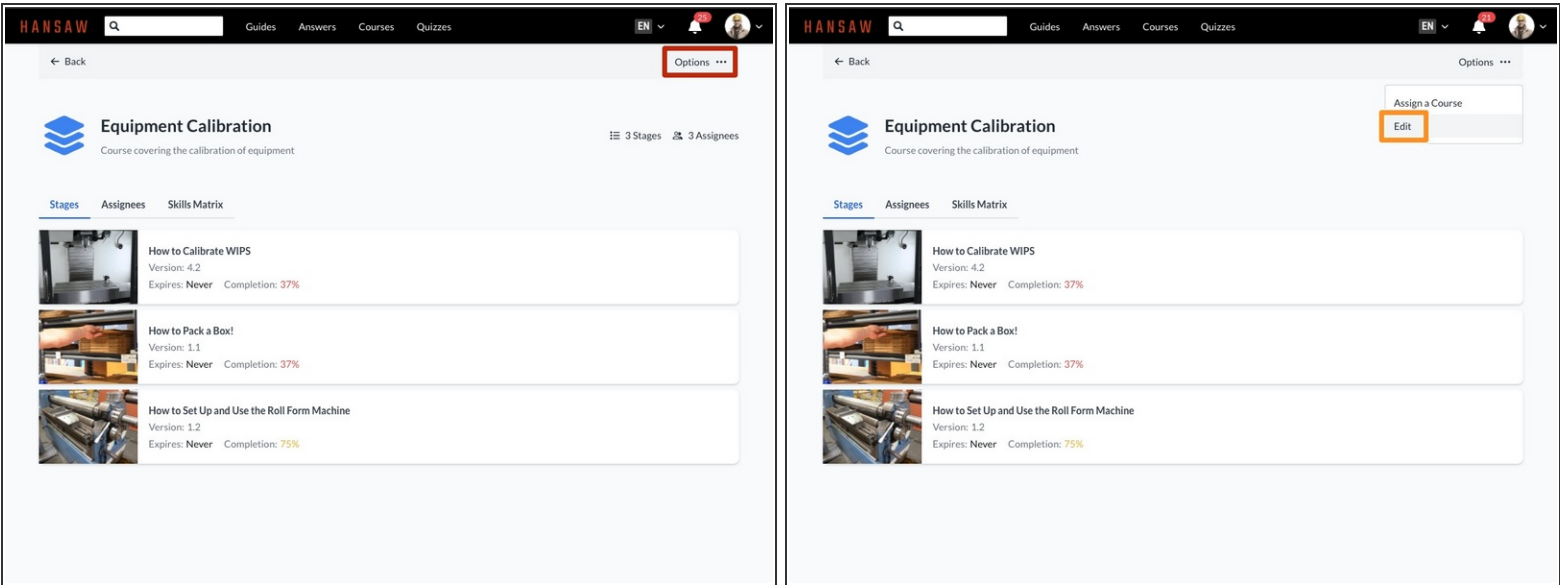
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## INTRODUCTION

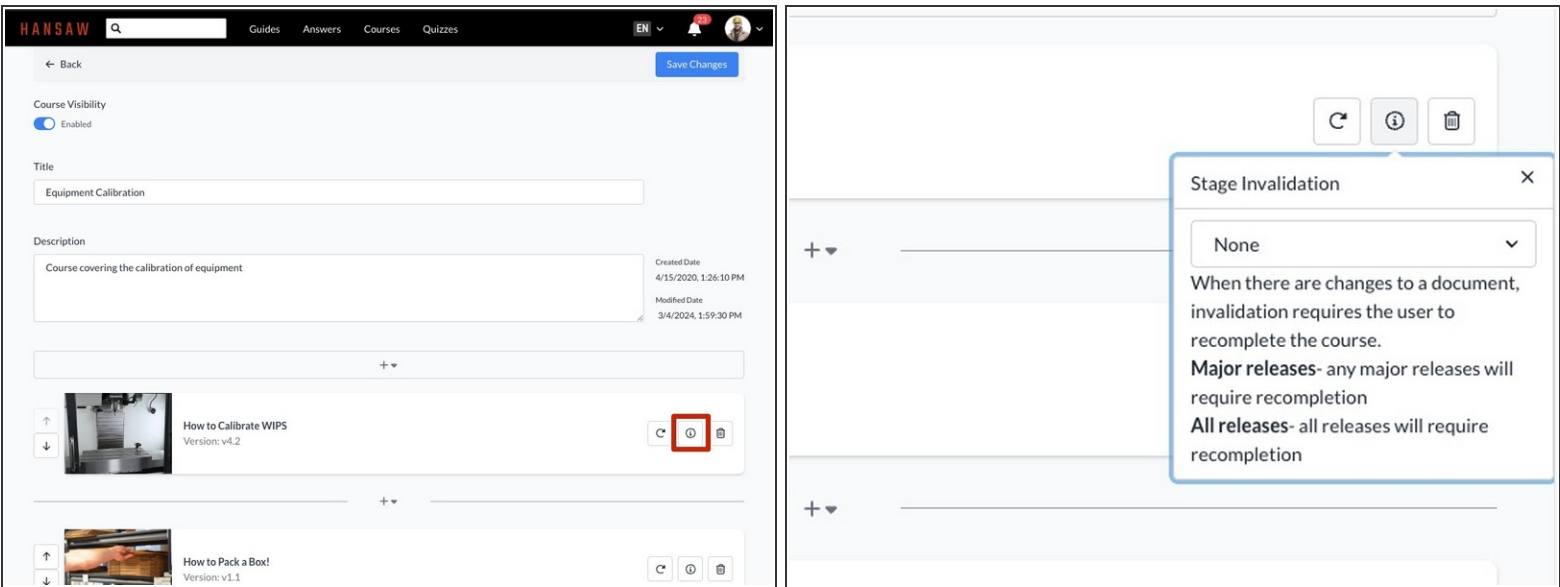
Invalidation settings allow you to control when updated procedures require new training for your users. Choose whether or not the changes to a guide require users to re-complete a course.

## Step 1 — How to Change Invalidation Settings for a Course Stage



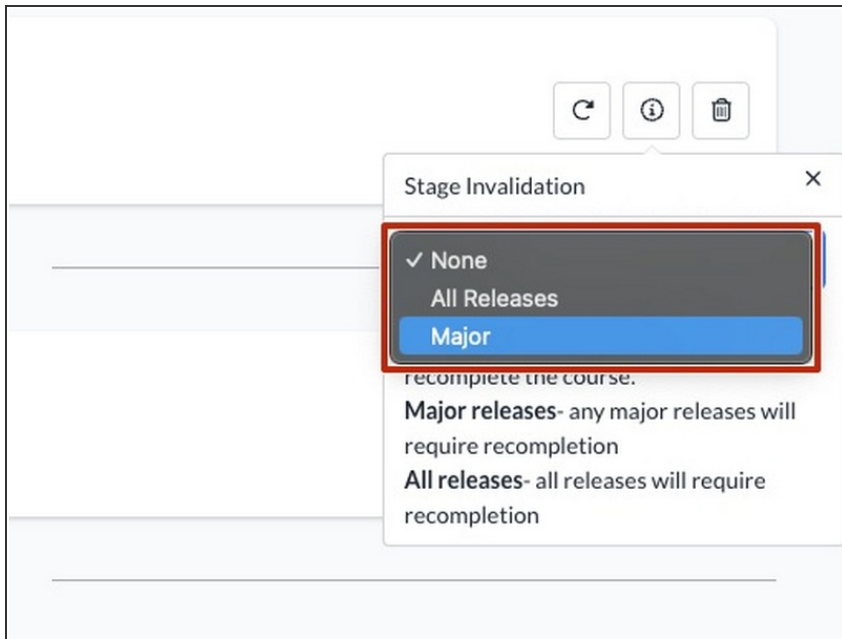
- To edit a course stage, click the **Options** button on the top right of the screen.
- Click **Edit**.

## Step 2 — Stage Invalidation



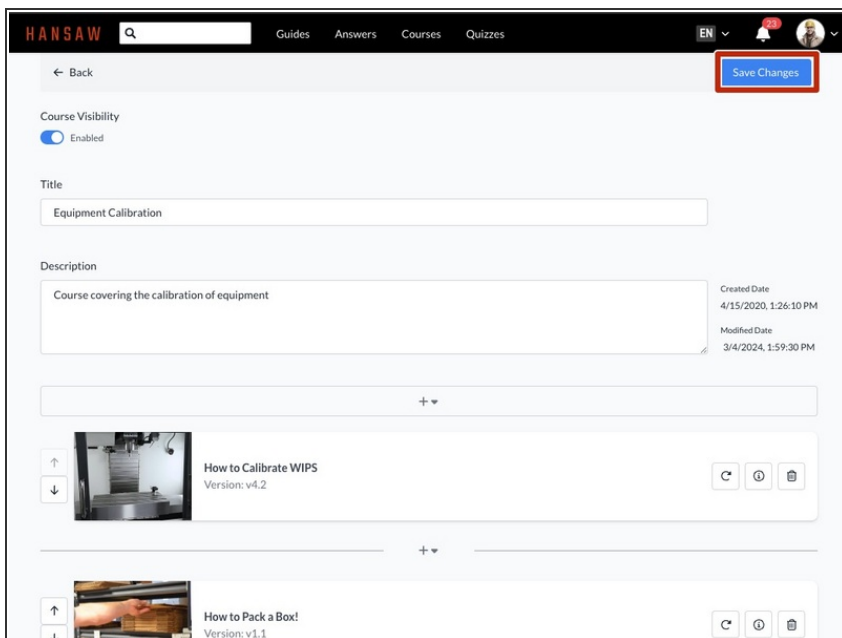
- Click on the **Invalidation** icon of a stage to edit the invalidation properties for that stage.
- When there are changes to a guide, invalidation requires the user to re-complete the course.

## Step 3



- Use the drop-down menu to select an option for stage invalidation.
- ① Select **Major Releases** to require re-completion after any major release.
- ① Select **All releases** to require recompletion after any major or minor release.
- ① Select **None** to prevent any releases from requiring recompletion.

## Step 4



- To save your edits, click on the **Save Changes** button in the upper-right of the page, beneath the site header.