ACA LOG EDITING STEPS FOR HIERARCHY

1. Log in to Acalog using Firefox: https://pitt.acalogadmin.com/login.php by clicking on the Login with SSO button and using your Pitt userid and password.

2. Once logged in, select the “2016-2017 Graduate and Professional Studies Catalog [P]” or “2016-2017 Undergraduate Catalog [P]” and click the “Go” button.

3. Click on the Hierarchy link in the left-hand menu.

4. Click on the “Hierarchy” tab above the catalog.

5. Click on “Department of Anthropology” under the School/college of “Kenneth P. Dietrich School of Arts and Sciences” since we are working with changes to the Arts & Sciences grad catalog.
6. It automatically takes you to the Summary tab. Click on the “Edit” tab in order to see the content.

7. Scroll to the area where the change needs to be made:

8. Make the change and click the “Next” button at the bottom, which saves the change.
9. You will then receive the following message. Click the Complete Snapshot button.

10. Once you get to the Snapshot page, you can click on the Hierarchy tab to select your next department or go back in to the same department and make another change. If you need to make a change to the requirements, then click the Programs & Cores link in the left-hand menu.