New Academic Record:
Generating a Single Record

This tutorial will show you how to navigate and generate the new Academic Record in PeopleSoft

1. Go to my.pitt.edu and log in using your University username and password.

2. Click the PeopleSoft Login link
3. Go to Main Menu > Records and Enrollment > Transcripts > Request Transcript Report
   - Click the Add a New Value tab
   - Enter Transcript Type (ACREC)
   - Then click the **Transcript Request Detail** tab

4. Enter Student ID Number then click the **Process Request** button

5. Click the **View Report** link to view and print
Visit the University Registrar’s Office (URO) Website at www.registrar.pitt.edu/training for more tutorials and videos