New Official and Unofficial Transcripts: Generating a Single Transcript

This tutorial will show you how to navigate and generate the new Official and Unofficial Transcripts 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 (OFF, OFFNO, UNOFF or UNONO) (Note: Transcript Types available to each user are based on role, so users will only see types applicable to their position)
     i. OFF – Official (Including SSN)
     ii. OFFNO – Official (No SSN)
     iii. UNOFF – Unofficial (Including SSN)
     iv. UNONO – Unofficial (No SSN)
   - Then click the Transcript Request Detail tab

4. Enter Student ID Number then click the Send To Button
5. Enter Send To (person or place) then click the Edit Address link (Note: Send To (person or place) field is required to have send to address print on transcript)

6. Enter send to address information and click the OK button

7. Review send to information then click the OK button
8. Click the **Process Request** button

9. Click the **View Report** link to view and print