ACALOG EDITING STEPS FOR PROGRAMS AND CORES

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 the Programs and Cores item in the left-hand menu.

4. Select the program you wish to edit.

5. Click on the Edit tab to make changes to the overall program description.
6. To make a change to the requirements for the program, click on the Cores tab.

7. Click on each Core to circled above to edit the requirements. Then click on the Edit Core tab. You can update the text for the requirements, if necessary.

8. Click on the Courses tab to edit the courses that are part of that requirement.
9. To remove classes in the requirement, check the box next to the course and click the Remove Selected button.

10. To add a class to the requirement, scroll down to the Add Courses section. Use the Course Filter to find the course to add. Click on the Add checkbox next to the course and click on the Add Selected button.

11. If you want to add A-Hoc Text (and, or, etc.), scroll down the page to the Insert Ad-Hoc Text section. Add the ad-hoc text, select the Associated course, and where you want the text to be. Then click the Add now button.
12. In order to edit Shared Cores and Sub-Cores, as seen below, click on the Shared Cores tab.

13. Search for the name of the shared core (i.e. “General Degree Requirements”) by typing in the keywords or selecting the letter of the alphabet that the shared core begins with. There may be more than one shared core with the same name. Use the Code next to it to choose the correct shared core. Click on the shared core.
14. Click on the Edit tab in order to make changes to the shared core. Once changes are made, then click on the Next button at the bottom of the page.

15. In order to edit the courses listed at the shared core level, click on the Courses tab. There may or may not be any courses listed at this level. If you need to add courses, scroll down to the Add Courses section and use the Course Filter to locate the course.
16. To make changes to the Sub-Cores, click on the Sub-Cores tab and then click on the Sub-Core you wish to change.

![Image of Sub-Cores tab](image)

17. You then will see a second row of menu items. Click on the Edit Sub-Core tab to see the description information for the Sub-Core. Make any necessary changes and click on the Next button.

![Image of Edit Sub-Core tab](image)

18. To edit the courses listed for a particular Sub-Core, click on the Courses tab. You can add and delete courses here, in addition to adding Ad-Hoc Text.

![Image of Courses tab](image)