

# Activate a Student in a Student Group

1. Go to my.pitt.edu and log in using your University username and password.
2. Navigate to the Student Groups page (Main Menu > Records and Enrollment > Career and Program Information > Student Groups)

University of Pittsburgh

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Groups

### Student Groups

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History  Correct History  Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

Enter students **ID** number and  
click search button

3. Select Student Group and Effective Date. Click the Save button  
**\*\* Effective Date entered must be on or before the Term Start Date in order for the activation to take affect for that Term.**

University of Pittsburgh

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### Student Groups

Test Student 12345

Find | View All First 1 of 1 Last

\*Academic Institution: UPITT University of Pittsburgh

\*Student Group:

\*Effective Date: \*Status: Active

Comments

Last Update Date/Time: Updated By: Type:

Save Return to Search Notify Update/Display Include History Correct History