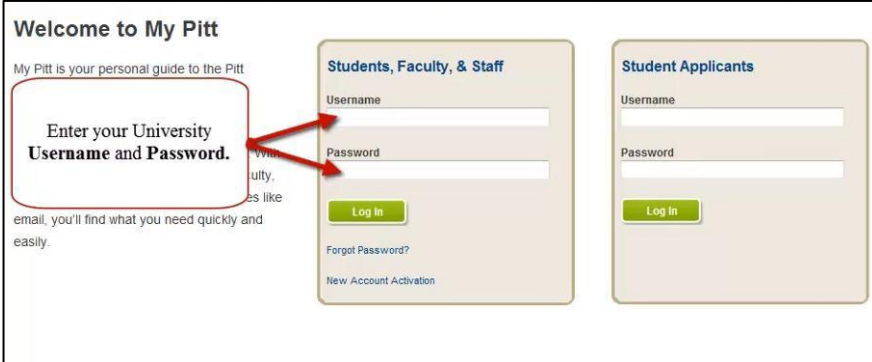
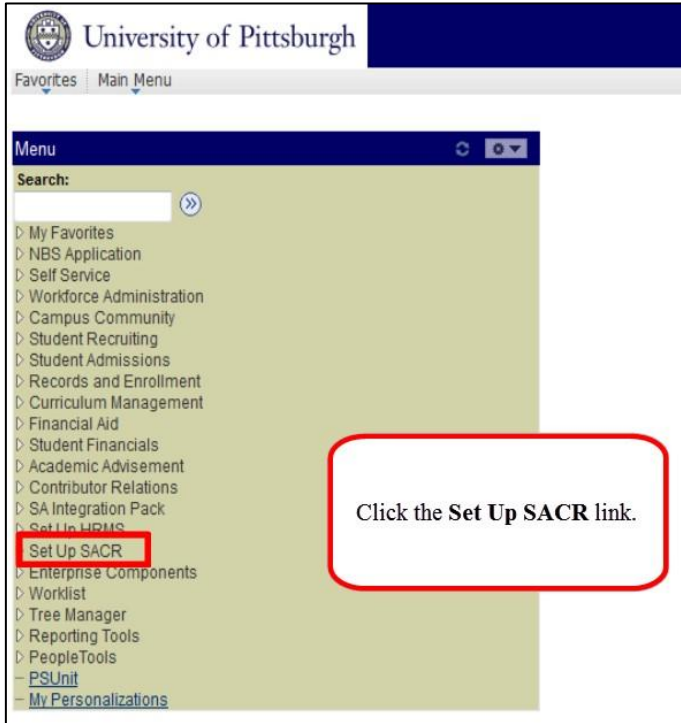


## Faculty/Staff: Default Transcript Type

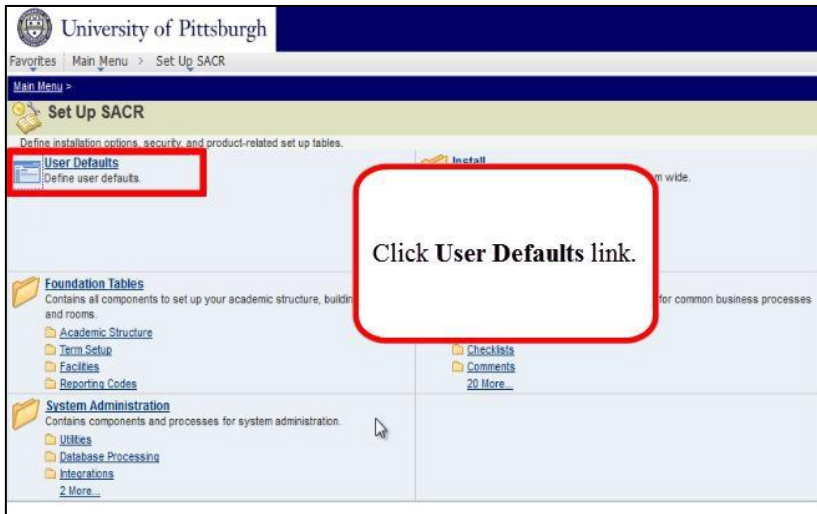
1. Go to my.pitt.edu and log in using your University username and password.



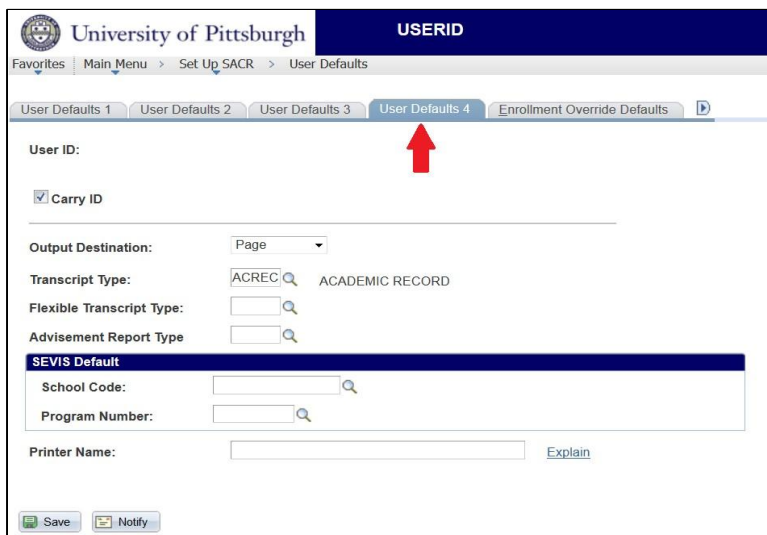
2. From the Self Service main page, click the **Set Up SACR** link.



3. Click the **User Defaults** link



4. Click the **User Defaults 4** tab



5. Type **ACREC** into the Transcript Type field and click the **Save** button

