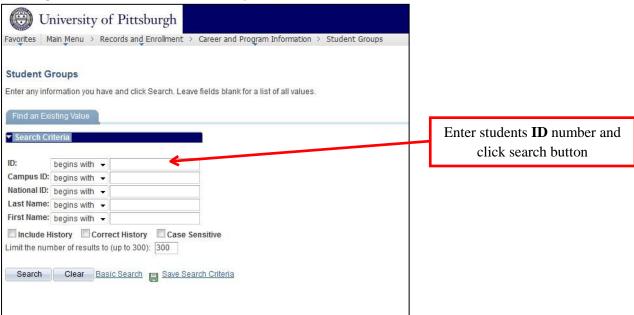


1. Go to my.pitt.edu and log in using your University username and password.



2. Navigate to the Student Groups page (Main Menu > Records and Enrollment > Career and Program Information > Student Groups)



- 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.





For more instructional information visit the University Registrar's Office training website

http://registrar.pitt.edu/training.html