



Faculty/Staff: Default Transcript Type

This tutorial will show you how to set a default transcript type on the User Defaults page so you will no longer need to choose a Transcript Type on the Transcript Request page.

This functionality is currently available to only faculty and staff

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

Welcome to My Pitt

My Pitt is your personal guide to the Pitt

Enter your University Username and Password.

Students, Faculty, & Staff

Username

Password

Log In

Forgot Password?

New Account Activation

Student Applicants

Username

Password

Log In

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

University of Pittsburgh

Favorites | Main Menu

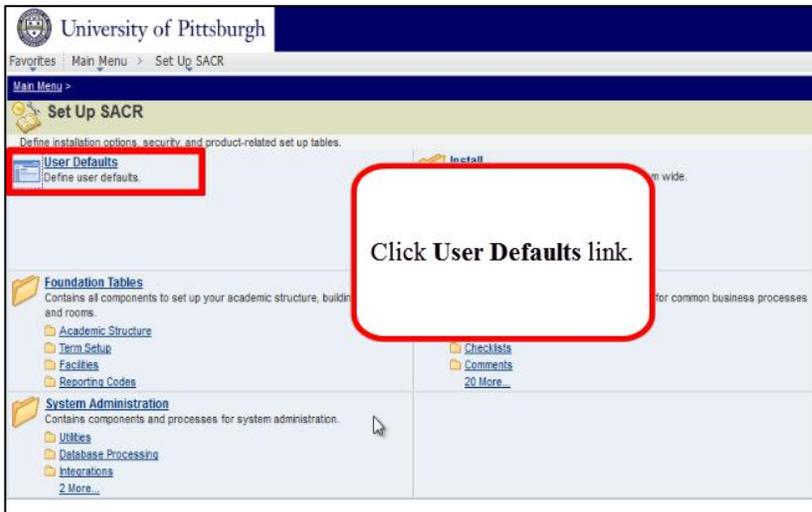
Menu

Search:

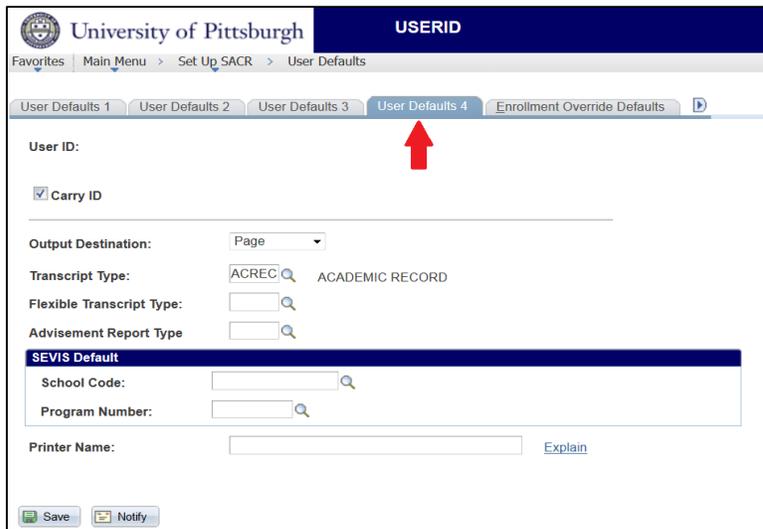
- My Favorites
- NBS Application
- Self Service
- Workforce Administration
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advisement
- Contributor Relations
- SA Integration Pack
- Set Up HRMS
- Set Up SACR**
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- People Tools
- PSUnit
- My Personalizations

Click the Set Up SACR link.

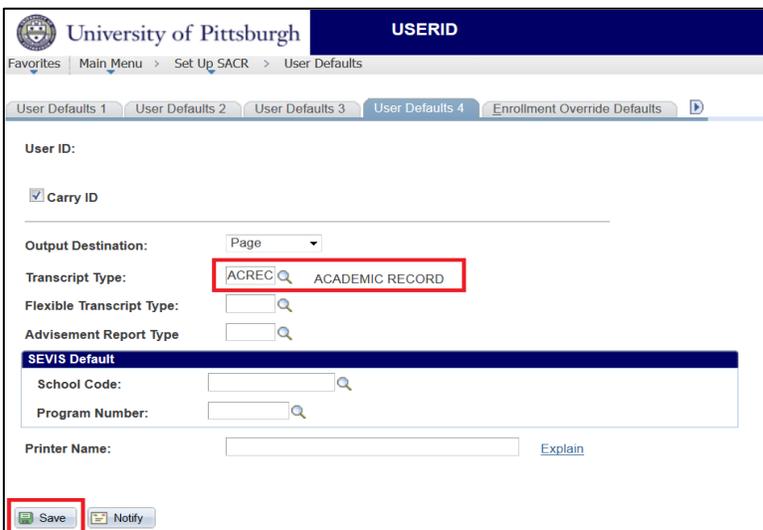
3. Click the **User Defaults** link



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



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





For more instructional information visit the University
Registrar's Office training website
<http://registrar.pitt.edu/training.html>