



## Activate a Student in a Student Group

This tutorial will show you how to activate a student in a student group

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. 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): 300

Search Clear Basic Search Save Search Criteria

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.**

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

### 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



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