

PeopleSoft Announcement – Faculty/Staff

New Transcript/Academic Record Design – New Transcript/Academic Record Navigation

On February 15th, 2015, a newly designed Official Transcript, Unofficial Transcript, and Academic Record will be implemented in PeopleSoft. While redesigning these documents, we focused on improving the aesthetics, reducing blank spaces, and reducing document generation times. Hopefully this will translate to a more appealing/easier to read Transcript/Academic Record that is fewer pages and takes less time to generate in PeopleSoft.

For many faculty/staff, this implementation will mean navigating to a different page in PeopleSoft to generate the Transcripts and/or Academic Record. This navigation change will only affect faculty and staff. Students will continue to follow the same navigations they currently follow after the new documents are implemented.

After February 15th, 2015, faculty/staff will ONLY be able to;

- generate Academic Records from the “**Request Transcript Report**” page
- generate Official and Unofficial Transcripts from the “**Request Transcript Report**” page

Navigation to generate Academic Records: Log into my.pitt.edu, click Faculty Center Login ([Faculty Center Login](#)) or PeopleSoft Login ([PeopleSoft Login](#)), click Records and Enrollment ([Records and Enrollment](#)), click Transcripts ([Transcripts](#)), and then click Request Transcript Report ([Request Transcript Report](#))

Navigation to generate Official and Unofficial Transcripts: Log into my.pitt.edu, click Faculty Center Login ([Faculty Center Login](#)) or PeopleSoft Login ([PeopleSoft Login](#)), click Records and Enrollment ([Records and Enrollment](#)), click Transcripts ([Transcripts](#)), and then click Request Transcript Report ([Request Transcript Report](#))

Detailed Project Information: www.registrar.pitt.edu/officeinits_xmltrans.html