



Inactivate a Student from Student Group

This tutorial will show you how to inactivate a student from 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. Click the **Add a New Row** button

The screenshot shows the 'Student Groups' page for a 'Test Student' with ID 12345. The page displays a table with one row. The row contains the following information: Academic Institution: UPITT (University of Pittsburgh), Student Group: FB13 (2013 CBA Freshman), Effective Date: 01/13/2013, and Status: Active. A red arrow points to the '+ Add' button at the end of the row. Below the table is a 'Comments' text area and a row of buttons: Save, Return to Search, Notify, Update/Display, Include History, and Correct History.

4. Enter an Effective Date and change Status to Inactive. Click the Save Button
**** Effective Date entered must be on or before the Term Start Date in order for the inactivation to take affect for that Term.**

The screenshot shows the 'Student Groups' page with two rows. The first row is identical to the previous screenshot. The second row has an Effective Date of 06/13/2014 and a Status of Inactive. Red boxes highlight the 'Effective Date' and 'Status' fields in the second row. The 'Add' button at the end of the second row is also visible. The 'Comments' text area and the row of buttons at the bottom remain the same.



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