

Inactivate a Student from a 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.
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):

[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 includes a navigation bar with 'Favorites', 'Main Menu', 'Records and Enrollment', 'Career and Program Information', and 'Student Groups'. Below the navigation bar, there are search filters for 'Academic Institution' (UPITT) and 'Student Group' (FB13). The 'Effective Date' is set to 01/13/2013 and the 'Status' is 'Active'. A red arrow points to the '+ -' button next to the 'Status' dropdown, which is used to add a new row. At the bottom of the page, there are buttons for '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 effect for that Term.**

The screenshot shows the 'Student Groups' page for the same 'Test Student' with ID 12345. The 'Effective Date' has been updated to 06/13/2014 and the 'Status' has been changed to 'Inactive'. Both fields are highlighted with red boxes. The page also shows the 'Add a New Row' button (+ -) next to the 'Status' dropdown. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

