PRINTING AN UNOFFICIAL TRANSCRIPT

Students can access and print their unofficial transcript using their PeopleSoft account and following these steps:

1. Log onto my.pitt.edu and click on the PeopleSoft Student Center:

2. Under the Main Menu you will navigate to the View Unofficial Transcript screen by choosing Self Service, then Academic Records, then View Unofficial Transcript.

3. Select My Academics from the first drop down box and Academic Record from the Report Type dropdown box.

4. Click on View Report to view your current transcript and print, if needed.