

Creating a Co-Curricular (Student Involvement) Transcript –

1. Go to <https://involve.greensburg.pitt.edu>
 - a. This can also be accessed from your my.pitt.edu under Life on Campus, then the Greensburg-Engage in top right corner.
2. Log-into Engage using your Pitt Credentials. If this is your first time logging-in fill out the prompted information.
3. Click on the drop down menu in the top right corner of Engage, then click Involvement.
4. Under Involvement you will see a variety of tabs, click on Experiences.
5. Use the Add Experience drop down to add experiences that you would like to appear on your transcript. There are required pieces of information in each experience, but you can go back to an entry to complete if needed. All of those experiences will be reviewed by a staff member on campus.
6. Once those experiences have been reviewed (24-48 hours) you will be able to see and print your transcript under the Co-Curricular Transcript link on your Involvement page on Engage.