

University of Pittsburgh

Student User Guide - ProjectConcert

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ProjectConcert

1. Login Instructions

ProjectConcert

- Web-based
 - Nothing to install or download
- Utilizes Internet Explorer, Firefox, Safari, Chrome, tablets, and smartphones.



University of Pittsburgh

Log in instructions for ProjectConcert



University of Pittsburgh

Pitt Passport

Username

Password

Submit ↗

[⚙️ Forgot password?](#) | [🔔 Need Help?](#)

[New Account Activation](#)

🔔 Important Login Information

Before entering your University Computing Account credentials, verify that the URL for this page begins with: passport.pitt.edu. In the Safari browser, you may need to click or tap your address bar to view the URL.

Your credentials are your key to accessing online resources at Pitt. Never share them with anyone---for any reason.

You must completely exit your web browser when you are done accessing services that require authentication, otherwise your login will remain in effect.

From "my.pitt.edu" go to "Academic Resources"

University Services & Information **Academic Resources** Getting Around Life on Campus My Resources Help Me Wellness

Need help finding something? Ask Cathy!

TAKE ACTION
United Way

Academic Resources Home
FARS Survey

Let Cathy lead the way!
Ask how to...

Submit a technology help request
Manage my account
Chat with the Technology Help Desk

Academic Resources

Simple access to grades and academic resources.

Access My Grades
Getting your grades is easier than ever. Click the PeopleSoft Mobile link in the right-hand column of this page.

View My Class Schedule
Access your class schedule from anywhere at any time. Click the PeopleSoft Mobile link in the right-hand column of this page.

Academic Resource Links

- Office of the Provost
- University Libraries
- Information Technology
- Academic Calendars
- Arts and Sciences Course Descriptions
- Final Examination Schedule
- Pitt Schools and Centers
- How to Order a Transcript

PeopleSoft Mobile
Self-service access to the most commonly used Student Information System tasks from your mobile device.

PeopleSoft Login
Login to the University of Pittsburgh's student administration system.
[Learn More](#)

Faculty Center Login
Access your class roster, input grades, and view class listings.
[Learn More](#)

OMET Teaching Survey
New – Student Opinion of Teaching Tool

CourseWeb/Blackboard Learn
Pitt's web-based course management system.
[Learn More](#)

SON - Project Concert Nursing Academic Management System

Libraries
Quick access to digital library tools and information about University libraries.

Faculty Activity Survey (FARS)
Fill out your FARS Survey.

Library - HSLs for Faculty and Staff
The Health Sciences Library System (HSLs) provides information resources and services for the educational, clinical, and research programs of the schools of the health sciences and the University of Pittsburgh Medical Center.

Faculty Information System Login
Pitt's Faculty Information System provides faculty

You are in "ProjectConcert"

The screenshot shows the ProjectConcert web application interface. At the top left is the "PittNursing" logo. To its right, a dark blue header bar displays "Logged in as: STUDENT DNP, Student DNP, Test" and "Welcome". Below the header is a navigation menu with four items: "Information", "Portfolio", "Change password", and "Logout". The main content area contains two messages: "You have successfully logged in." and "To begin using the system, please select an item from the navigation menu on the left." A URL is visible at the bottom of the page: "172.31.7.190/projectconcert_pitt_prod/ APP v4.38.6179.28010 DB v4_38 11/23/2016 APPUSE - STUDENT DNP".

Annotations with arrows point from the interface to the following text:

- An arrow from the "Welcome" header points to the text: "Your name will be here".
- An arrow from the "Information" menu item points to the text: "You don't have this because you are using your Pitt login information".
- An arrow from the "Portfolio" menu item points to a list of three items:
 1. Storage for **required/ completed documents** (completed SAAR docs, clearances, certifications)
 2. **Your course information**, and
 3. Place to record **your school activities, publications, etc...**
- An arrow from the "Change password" menu item points to a list of two items:
 1. Storage for **your** assignments, CV, resume, DNP Project, Professional Portfolio etc.
 2. Place to get **course documents** (course syllabus) and **program documents** (copies of SAAR forms to fill out)

2. Portfolio

(Click on *Portfolio* on left side of screen)

Find SAAR documents that need to be completed- in 'Program Docs'

Click on 'Portfolio' and the 'Program Docs'

The screenshot shows the Pitt Nursing Program Documents web application. The user is logged in as 'STUDENT DNP Student DNP, Test'. The main navigation menu on the left includes 'Information', 'Portfolio', 'Portfolio Build', 'Program Docs' (highlighted with a red circle), 'Change password', and 'Logout'. The main content area displays a list of documents for the program 'PNURS - NURCNS-DNP - DNPAGCN-SP'. The documents are categorized by 'Document Type' into 'DNP Final Project Guidelines (2)' and 'SAAR Documents (2)'. Each document entry includes a number, title, date, and a 'View' link.

	Document Type ^	Date	Title	Comment
Document Type: DNP Final Project Guidelines (2)				
1	DNP Final Project Guidelines	12/15/2016	DNP Final Project Guidelines Fall 2016	Attached are the directions for the DNP Project and the Forms 1-3. These directions are for students enrolled Fall 2016 and later. View
2	DNP Final Project Guidelines	11/23/2016	DNP Guidelines 2012-2016	Attached are the DNP Final Project guidelines and Forms 1-3 for students who enrolled between 2012 and Spring Term 2016. The new DNP Project guidelines were adopted Fall 2016. If you chose to stay with the older DNP Final Project guideline, attached here are the directions. View
Document Type: SAAR Documents (2)				
3	SAAR Documents	12/15/2016	Flu Shot Exemption (Form 2 of 2)	If you are not receiving a flu shot, this form must be completed with Form 1. After completion, scan documents and upload them in information tab -> documents. View
4	SAAR Documents	12/15/2016	Flu Shot Verification (Form 1 of 2)	Download this form. When getting a flu shot, complete this form. Then, scan form and re-upload form in information tab -> documents. View

Category Names

In 'Program Docs'

Logged in as: STUDENT DNP Student DNP, Test

Program Documents

Program: PNURS - NURCNS-DNP - DNPAGCN-SP

Document Type ▲

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Category Names

Documents are first organized by category. Look for documents from

In 'Program Doc'

Logged in as: STUDENT DNP Student DNP, Test

Program Documents

Program: PNURS - NURCNS-DNP - DNPAGCN-SP

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Name of document

Look for the document you need to download

Click on "view" to get document

Logged in as: STUDENT DNP, Student DNP, Test

Program Documents

Program: PNURS - NURCNS-DNP - DNPAGCN-SP

Document Type

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View and Download

Now, complete the form

3. Information

(Click on *Information* on left side of screen)

Uploading and storing your documents

Information

Uploading and Storing Documents

Logged in as: STUDENT BSN Student BSN, Test
Information -> Edit

Information Edit
Portfolio
Change password
Logout

Name: First Middle Last Previous Last
Student ID: Student BSN
Advisor: Unknown, Advisor
Email(s): studentbsn@projectc
Birthdate: 31 Age:
Updated: 11/16/2016 - Student BSN, Test

Presentations
Research Experiences
Clinical Experiences
International Experiences
Clinical Requirements
Documents
Courses

Type	Date	Title	Comment	File
Type: Clearance_FBI Criminal Background Check (1)				
1	10/05/2016	Finger Printing	FingerprintInstruction	Student can view only/Office can view and edit
Type: Flu Shot (1)				
2	10/06/2016	Flu Shot	Flu SHot Form page 1.pdf	Student can view only/Office can view and edit

Add Document

1. Select "**Document Tab**" then select "**Add Document**"
2. Next you will select "**Type**" from a drop down list. Fill in Date and Title.
3. Please feel free to make any "**Comments**" that maybe helpful for the Administrative office.
4. Final step to select "**Browse**" to add document stored on your PC then select "**Add Document**".

Type: Flu Shot

Date: 31

Title:

Document Rights: Student can view and edit/Office can view only

Comment:

Document: Browse... No file selected.

The maximum size for uploaded documents is 5MB. If you attempt a larger upload, the server may and you may lose any unsaved work.

Add Document Cancel