# PrattCC Housing Contract Instructions
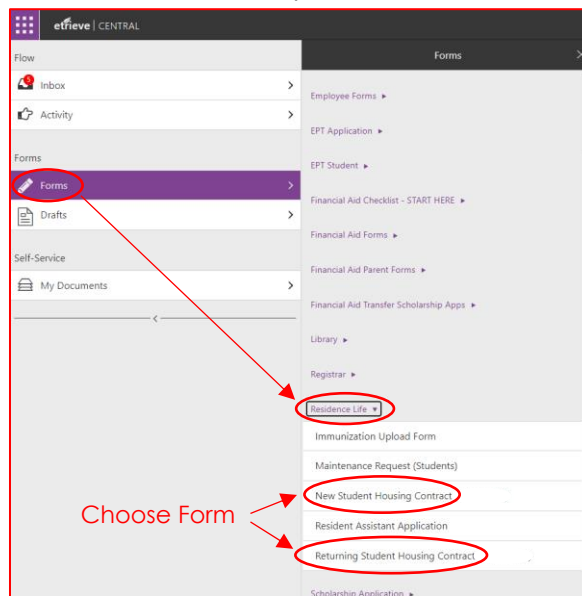
Remember Step 9

1. Apply selfservice.prattcc.edu/PowerCampusSelfService/Admissions/Applications (Once the application has been processed by Admissions, your PCC Log In credentials will be sent to your personal email address from IT. You will also receive a log in Instruction Manual, which includes password change steps, via email. This may take up to 48 business hours).
2. Log into Office 365 account using your student PCC email and password
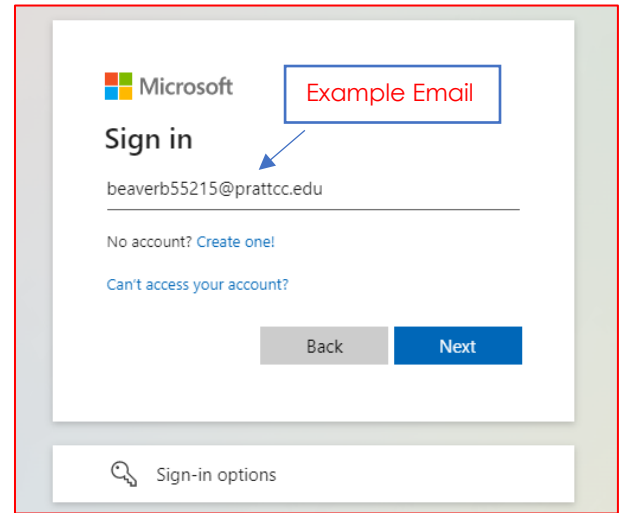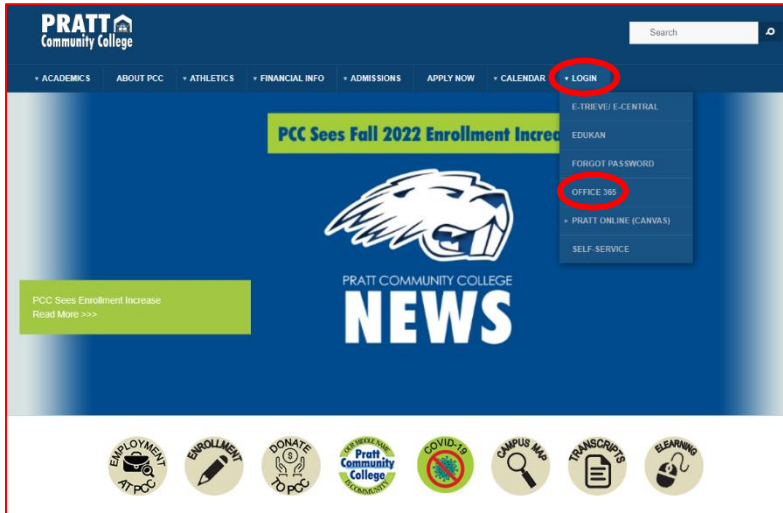
3. Click the App Launcher (9 Circle Box) in the Left top corner to see the Apps drop-down options
4. Open the PCC Etrieve App
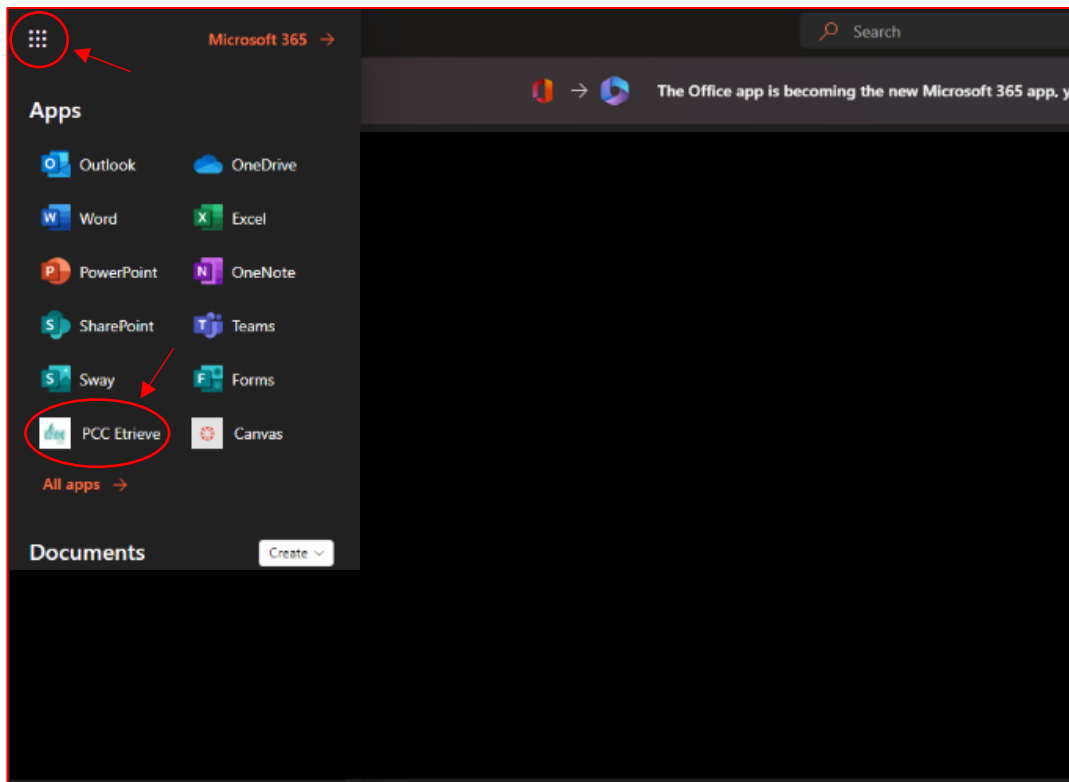
5. Click "Forms" from the left-hand side and navigate down to the Residence Life Section.
6. <mark>Disclaimer</mark>: if, when you click on "Forms," you do not see the housing contract, please log out and wait 24 hours before logging back in. This should allow our system enough time to properly process the correct viewing rights for your personal file!
7. **When you are ready to fill out the form completely and submit the required deposit:**
   Fill out the <mark>New Student Housing Contract</mark> if new to PCC ($200 Deposit required upon submission)
   OR
   Fill out the <mark>Returning Student Housing Contract</mark> if returning to the residence halls (Returning students may need to pay the deposit again if the previous Housing Contract was broken or the deposit was refunded)

8. Fill out all required fields throughout the form. When you get to the "**Housing Deposit**" box
   - Click "Pay with Stripe"
   - This will open another tab where you will pay your deposit
   - Once filled out, hit "Pay" to confirm the payment
   - ***Remember Step 9***

Housing Deposit

Please click Pay With Stripe to to submit your $200.00 deposit. PCC housing will process your housing application once both the contract is submitted and payment is comfirmed. Housing applications are processed on a first come first serve basis. Please remember to submit the contract once the payment is completed. If errors occur please contact Residence Life at residencelife@prattcc.edu.

Pay With Stripe

9. **Return to the "Housing Contract" and Submit the Housing Contract by clicking the "Submit" button.**
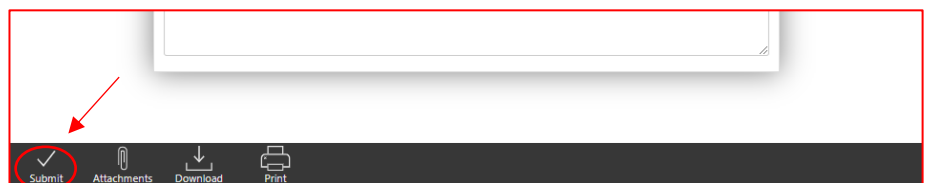
Once PCC Housing has processed your Student Housing contract you will receive a follow-up email from Housing staff.