Pratt Community College
"College Start" Login Instructions

All Pratt Community College students are provided access to several platforms and applications once the application for admission is submitted and processed.

Pratt Community College provides every student with access to:

- **Office365** which includes your Pratt Community College Email and Microsoft suite, including OneDrive storage, Word, PowerPoint, Excel, etc.

- **Self-Service** is the primary student portal used to access important information such as your class schedule, textbook information, your unofficial transcript, billing information, check your grades, view attendance and search courses.

- **Canvas** portal is used by our students to access online course work and is utilized by several professors throughout in-person classes as well the platform for Pratt Online courses.

- **Etrieve** is the electronic document system used mainly by our traditional college students for housing, financial aid, etc.

MICROSOFT OFFICE 365 LOGIN INSTRUCTIONS:

1. Monitor the personal email address you provided to Pratt Community College via your admission application for the two emails entitled "Your Pratt Community College Login". Once you submit your application for admission, it may take *up to 48 hours* to receive the two emails containing your student login information.

2. Once you have your student username and temporary password, open the Pratt Community College main webpage, prattcc.edu, hover your mouse over the "LOGIN" tab found in the upper right-hand corner of the webpage and select the "STUDENT" link in the drop-down menu.

   **Note – all screenshots below are done on a computer. It will look different if you are using a phone.

3. Following the Office 365 link will bring you to a sign in page option (image below), where you can input your student information. The username sent to you BECOMES YOUR PRATT COMMUNITY COLLEGE EMAIL ADDRESS BY ADDING @prattcc.edu.

Your username is formatted as the first letter of your first name, your entire last name, and the last 5 digits of your Student ID.

First Name: Bucky
Last Name: Beaver
Student ID: 000211111

Username: BBeaver11111

4. Once you type in your Pratt Community College email address, you will be redirected to the Pratt Community College authentication page (image below). Your email address should prepopulate for you. This is the page on which you enter your temporary password information.

Note: It is best to COPY & PASTE your temporary student password from the original email directly into the provided field, ensuring you **DO NOT copy the space before or after the password.**
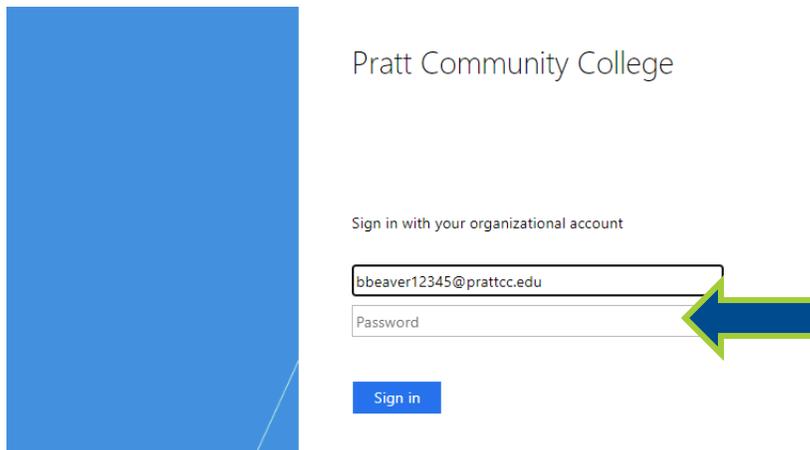
5. IF YOU HAVE ANY ISSUES WITH LOGGING IN, PLEASE CONTACT THE ADMISSIONS OFFICE AT (620)450-2217 OR VIA EMAIL AT pccadmission@prattcc.edu FOR ASSISTANCE.

6. Once your Office 365 portal loads, you can use the App Launcher found in the far upper left-hand corner of the webpage (image below), to access the many provided apps available to you as a PCC student.
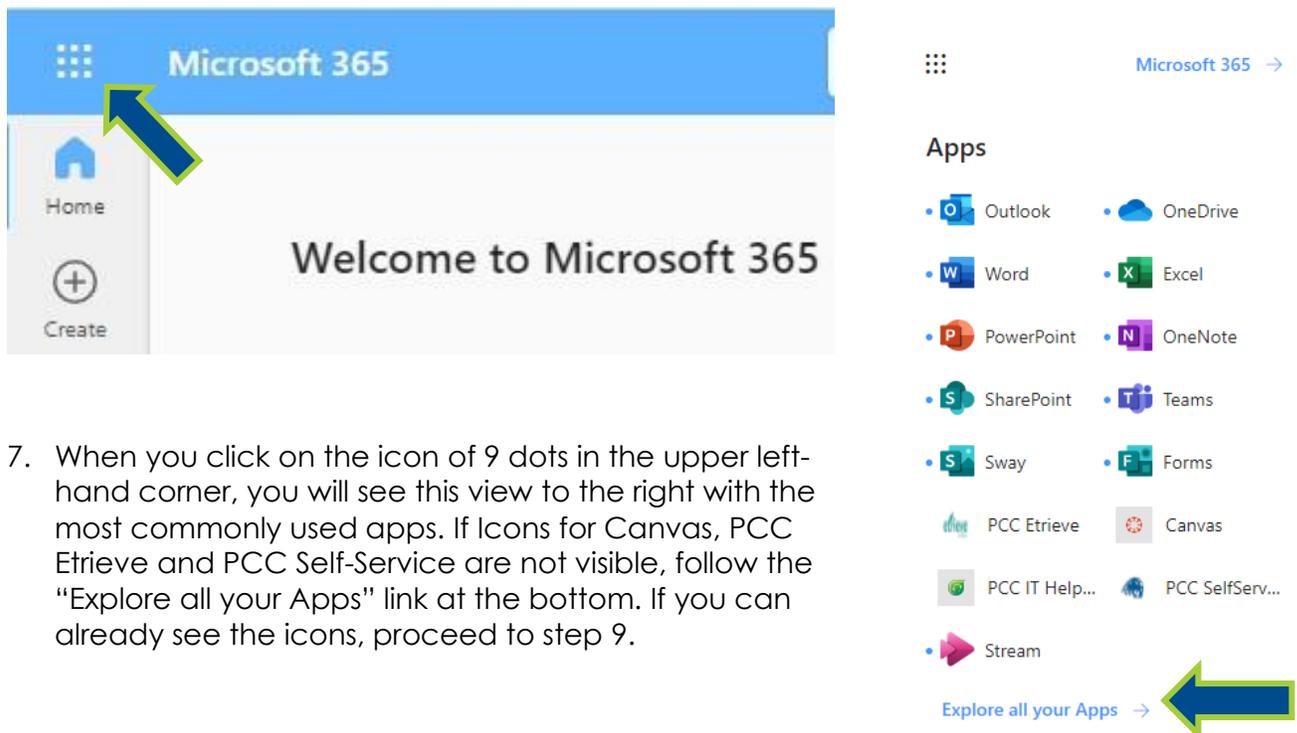
7. When you click on the icon of 9 dots in the upper left-hand corner, you will see this view to the right with the most commonly used apps. If Icons for Canvas, PCC Etrieve and PCC Self-Service are not visible, follow the "Explore all your Apps" link at the bottom. If you can already see the icons, proceed to step 9.

8. A list of Office apps will show across the top. You may need to scroll down to a section labeled "Other Apps" to find the needed important icons for Canvas, PCC Etrieve, and PCC Self-Service (image below).
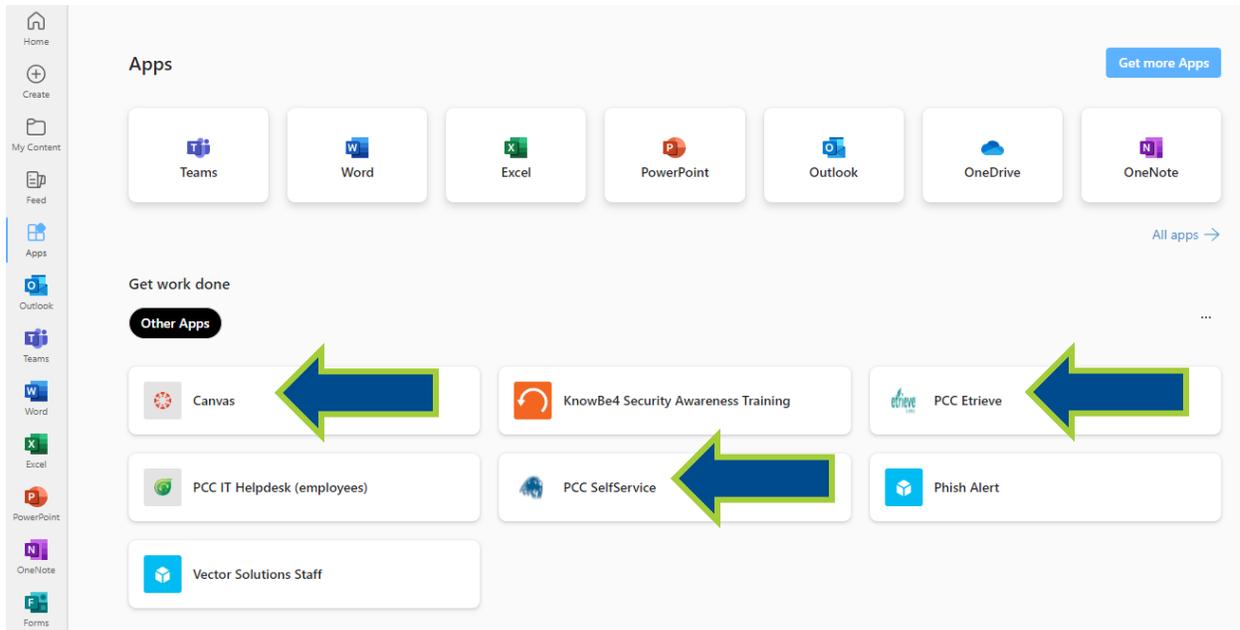
PASSWORD CHANGE INSTRUCTIONS:

9. **In order to change your password to something more memorable to you and be able to reset it yourself later if you need to, select the PCC Self-Service Icon in Microsoft Office 365.** Click on the "Change Password" link option shown below.
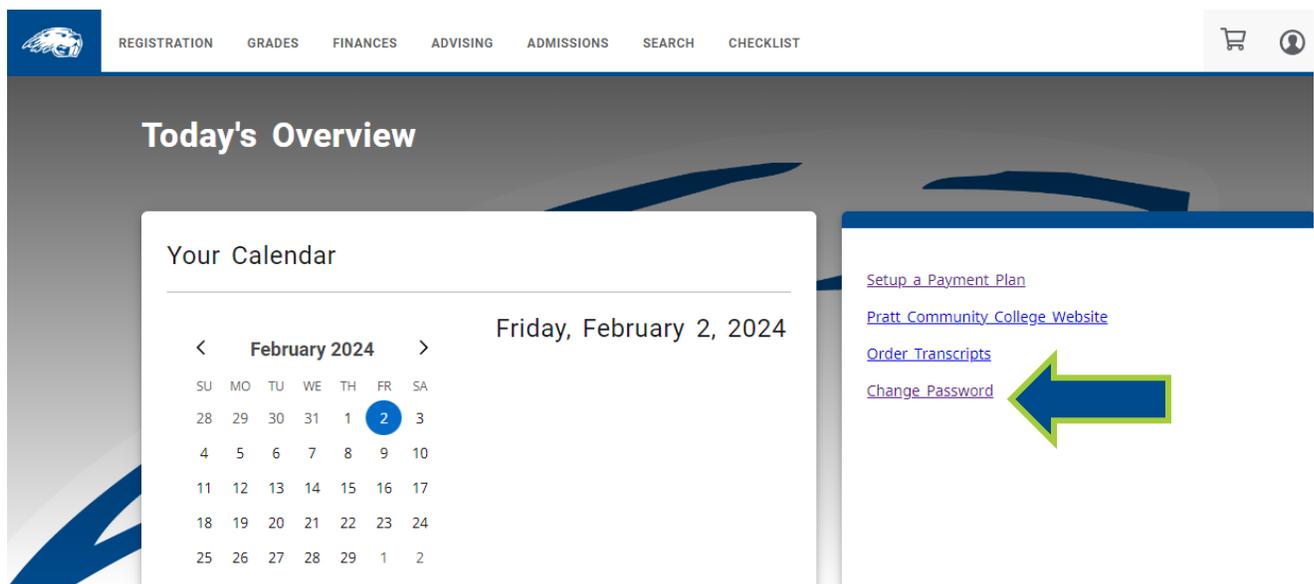
10. By choosing the "Change Password" link, you will be redirected to the Self Service Reset Password Management (SSRPM) webpage (image below). You **MUST** <u>Enroll into SSRPM</u> first before you can <u>reset your password</u>.

    a. Click "Enroll into SSRPM" first. Follow the prompts, filling out the appropriate fields (including capture codes) and set up security questions via the two drop-down lists provided.
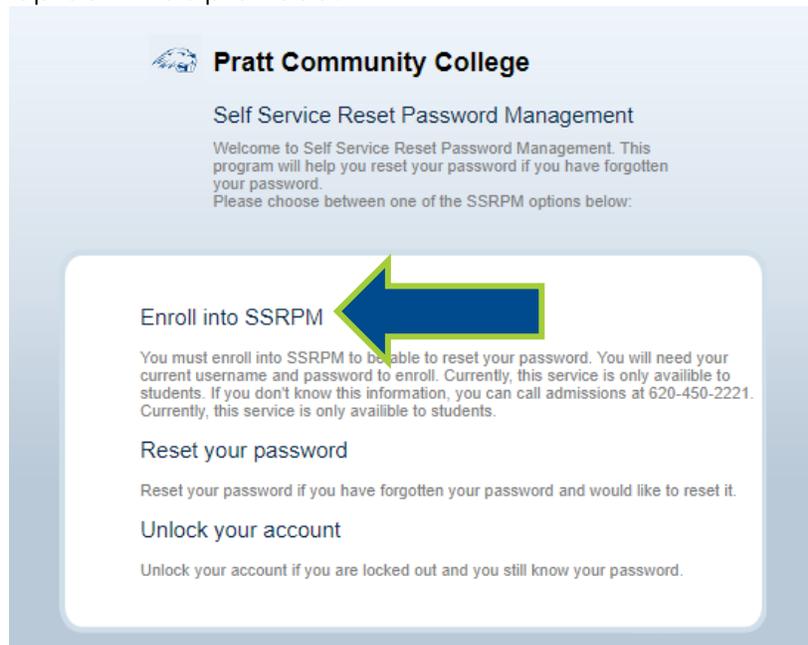
    b. When prompted to provide a username and password, use the student username and temporary password provided in the two emails (sent to your personal email address) titled "Your Pratt Community College Login". Fill in the capture code provided before selecting 'continue'.

11. The next step asks for an email address and mobile (cell) phone number. Be sure to provide a personal, NON-PrattCC email address (@gmail, @yahoo, @icloud, etc.). When entering your phone number, no dashes are necessary. The email or phone number you enter here will be sent a pin code for verification or in the event you forget your password and need to reset it.

12. Select and answer your two security questions from the drop-down options. BE SURE YOU WILL KNOW THE ANSWERS as you will be asked to answer the security questions during a reset.

13. You should see a confirmation "Congratulations" message once you have enrolled successfully into SSRPM.

14. Return to the SSRPM Main screen (shown in step 10) and proceed to choose the "Reset your password" link option. Follow the prompts and verification steps to reset your password.
YOU CANNOT RESET YOUR PASSWORD WITHOUT FIRST COMPLETING STEP 10 AND SETTING UP SECURITY QUESTIONS BY ENROLLING INTO SSRPM

15. Our team has discovered that once your password is reset, it is still smart to create a new note on your cell phone that includes your student username, your newly changed password, and the answers to your security questions.

16. Your Pratt Community College Email address and the NEW PASSWORD that you just created provides you with login access to your Microsoft Office 365 account through which the Single-Sign-On system can be utilized. This means that once you sign in with your username and password, you will be logged into all the Apps included in the Microsoft Office Suite, including Self-Service, Canvas and PCC Etrieve.

CONGRATULATIONS! You are successfully logged into your Pratt Community College account with you own uniquely created password. If at any time you forget that password, you can now reset it yourself using our Password Management tab under LOGIN on the PCC website. (Image Below)