Self Service Setup Guide

All concurrent students must complete the College Start Admissions Application before receiving a Self Service Account. You will then receive two e-mails, to the email address provided on your application, titled: Your New Pratt Community College Login, one containing user name and one containing a temporary password for Self-Service and Office 365.

Self Service Instructions:

1. After completing the online College Start Admissions Application, a Self-Service account will be requested for you. This request will trigger two emails be sent to your email on file. If you are unsure of what email it will be sent to, contact the Admissions Office at 620.450.2217

2. You will receive emails titled: Your New Pratt Community College Login. This mailing is automated and you should not respond to these emails. One email will contain a username and the other will contain a password.

3. You should login to Self-Service using this information. It is best to copy and paste the username and password into the login fields, ensuring you do not copy the space before or after the username or password. A login link can be located under the "Login" tab at prattcc.edu or [click here.](#)

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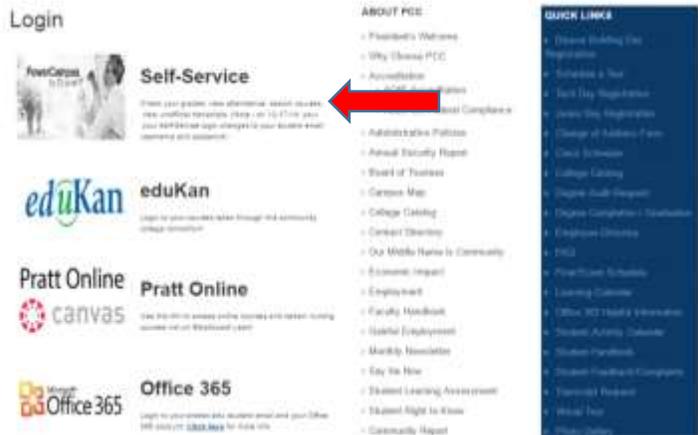
4. Navigate to the "Change Password" under the Home tab.

5. Click "Enroll into SSMRP", fill out the appropriate fields and set up secret questions. You will use the Self-Service username and password when asked to provide a username and password.
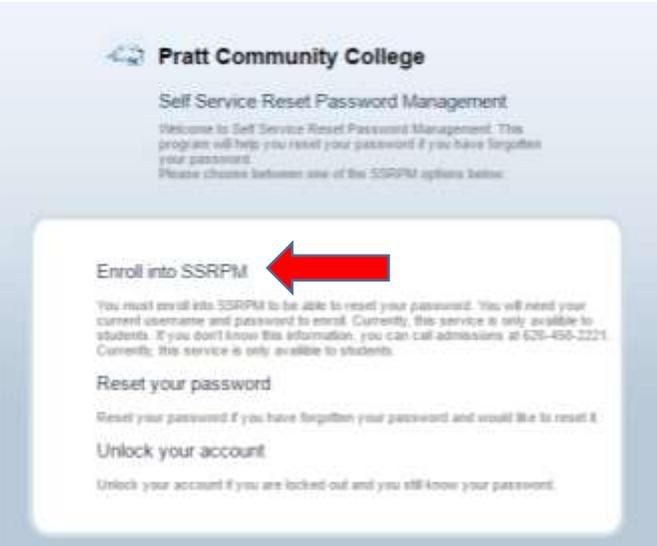
6. You should see a "Congratulations!" message when you are finished enrolling is SSRPM.

7. Return to the "Change Password" area and select reset your password. *You cannot change/reset your password until you have completed step 5.
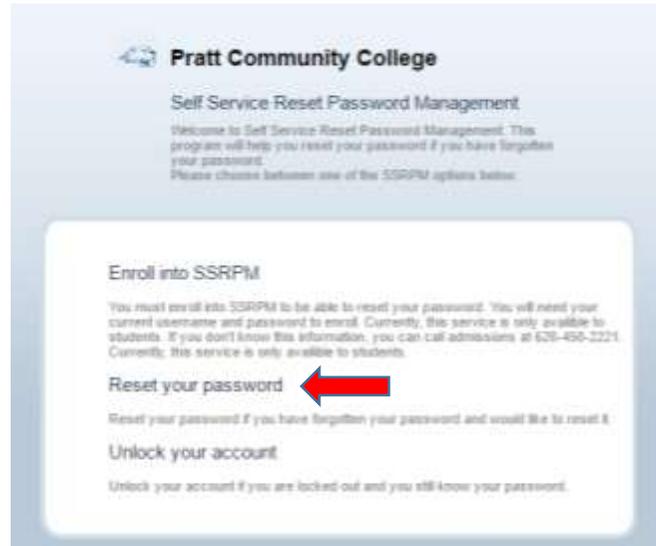
8. You will now have access to Self-Service and the ability to reset your own password, when needed, by answering the selected security questions. You can use Self-Service to check grades, unofficial transcript, etc.

9. You will now also have access to **Office 365 (your Pratt CC Email)**. Login by adding @prattcc.edu to the end of your Self Service username and using the same password as Self Service. For more information on how to get started with Office 365 click here

10. Your Self Service username and password will also give you access to your student account in the **Pratt CC app**, which can be found by searching PrattCC in any app store.

Retrieving Username and Password:

1. From the login page of Self-Serivce, select "Change Password", which will take you to the SSRPM page.
2. Select "Reset Your Password" and follow the step to reset your password.

Students with existing Self-Service accounts, who are not able to reset their password with SSRPM, should contact the Office of Admissions at (620) 450-2217 or email: pccadmissions@prattcc.edu to request their login information.

Students must have a valid email address on file to receive their login information.. This process can take up to 24 - 48 hours to complete, but students generally receive their credentials within an hour of submitting their request.