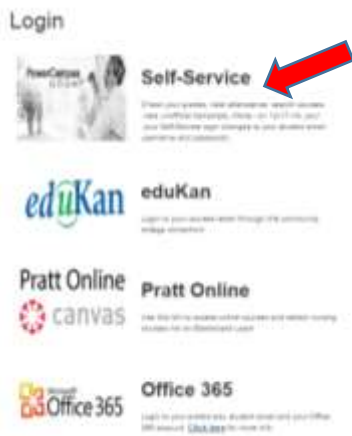


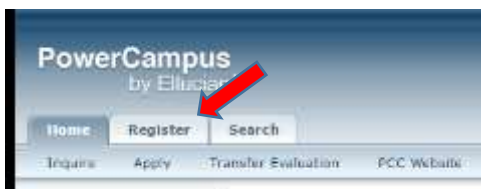
1. Got to our homepage at www.prattcc.edu
2. Select “Login” at top right of the homepage



3. Click on “Self-Service”



4. Enter Username and Password in the “Login” Box on the right side of the page
5. Select “Register” tab at top of page



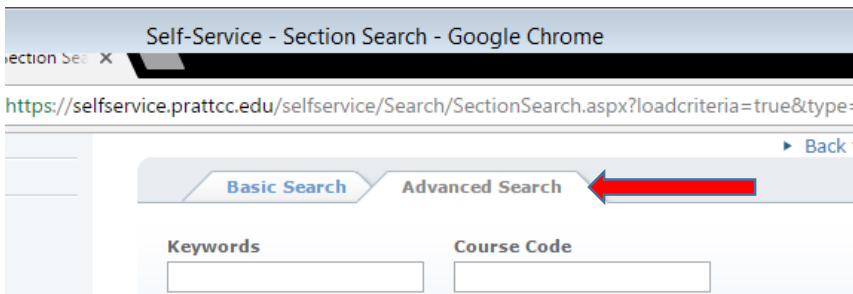
6. Select "Traditional Courses"



7. Click on "Section Search" on the left hand menu



8. Select "Advanced Search"

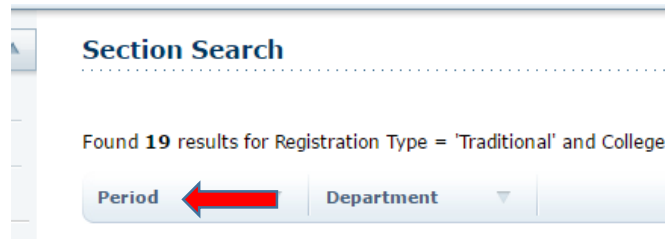


a. Click on "College" drop down, in the left column

- i. Select your high school name if the course is taught by a teacher at your high school
- ii. Select Online if you plan to take Online courses, or if your class will be offered on your campus but through a PCC Online course.
- iii. ***All EduKan courses must be enrolled in through EduKan***

- b. Click on “Population” drop down, in the right column
 - i. Select “High School Student”
- c. Scroll to bottom of page and click “Search”

9. Hover over “Period” option at top of page



- a. Choose semester for which you are enrolling

10. Select class of your choice and click the “Add” button at the far right of the class listing

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
 Web Page Design BUS201/Concurrent Partner/1K	1/3/2017 - 5/23/2017	2017 Spring Semester Main Session	3.00		MTWRF 8:54 AM - 9:44 AM; Kingman, Kingman High School, Room 200	Cynthia Austin	15 of 15	<input type="button" value="Add"/> 

11. Repeat Step 10 to select each course you want to take from the list provided.

12. When you have completed your enrollment selection, select “Proceed to Registration”

to be taken to your cart



13. Once you confirm the courses listed under “Courses to Add” are correct, select “Next” on the bottom right of the page.
14. Your courses have been added “Awaiting Advisor Approval” to your schedule. Select “next” at the bottom of the page.
15. From this point, your High School Counselor will approve your enrollment. You will see the message below if you have successfully submitted your enrollment for approval.

