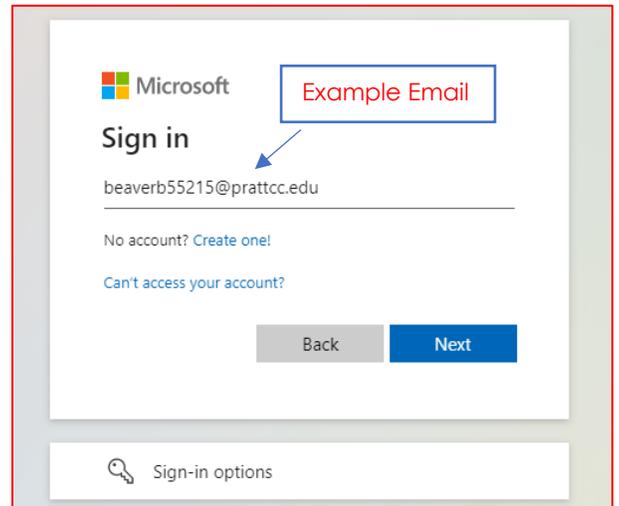
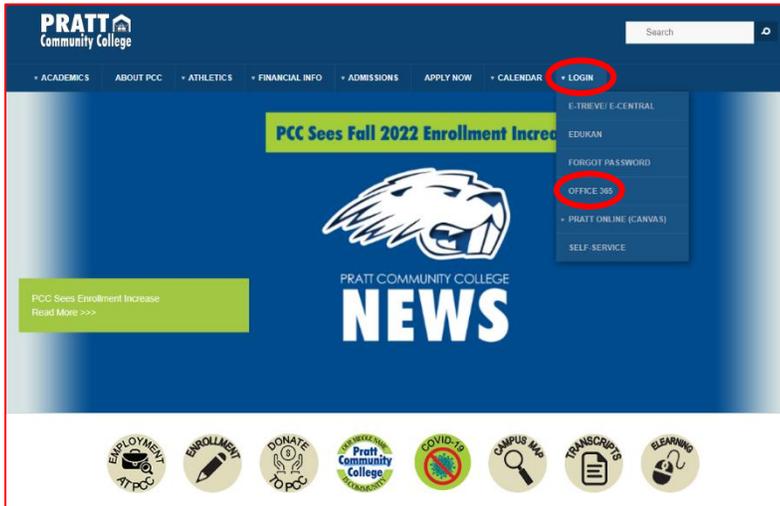
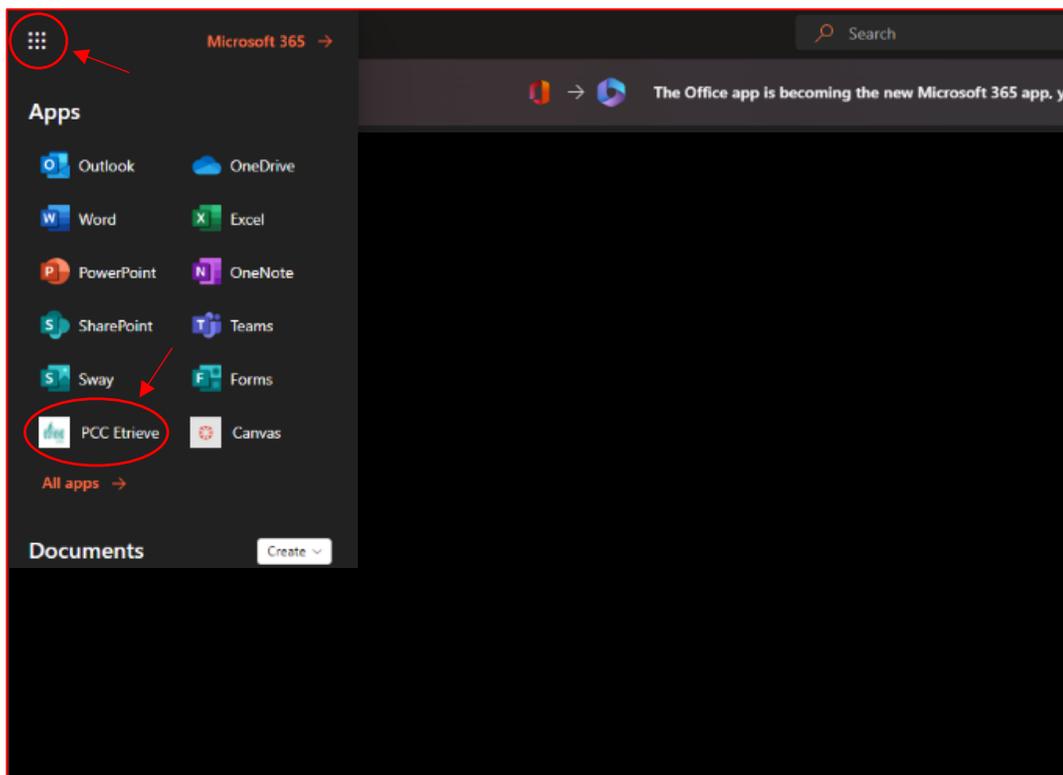


# PrattCC Housing Contract Instructions

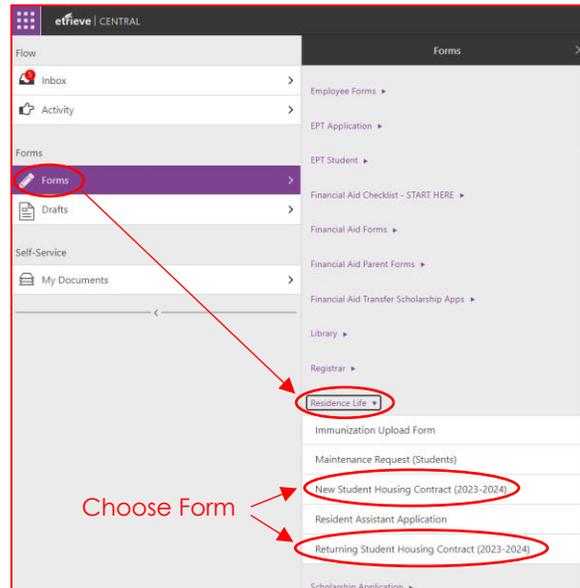
1. Apply [selfservice.prattcc.edu/PowerCampusSelfService/Admissions/Applications](https://selfservice.prattcc.edu/PowerCampusSelfService/Admissions/Applications) (Once the application has been processed by Admissions, your PCC Log In credentials will be sent to your personal email address from IT. You 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



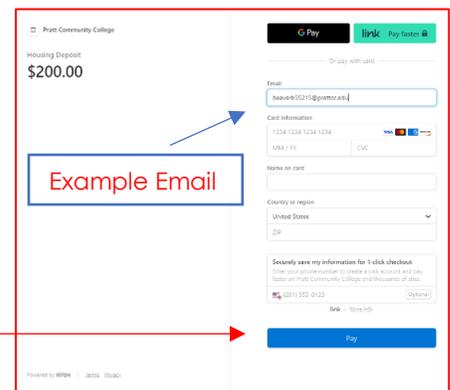
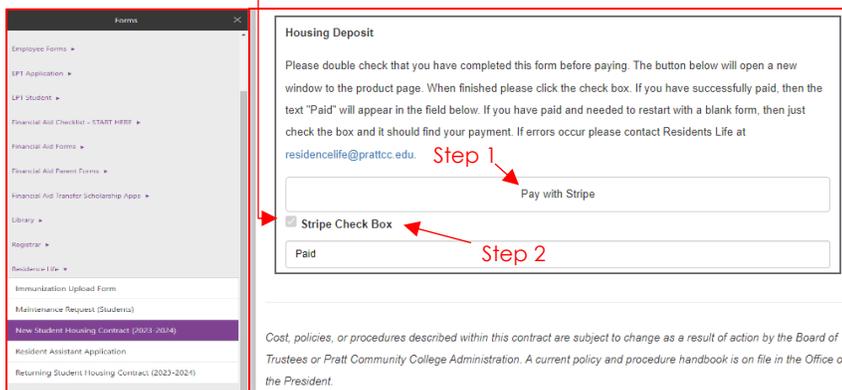
3. Click the App Launcher (9 Circle Box) in the Left top corner to see the Apps drop-down options
4. Open the PCC Etrieve App (This App is also referred to as ECentral).



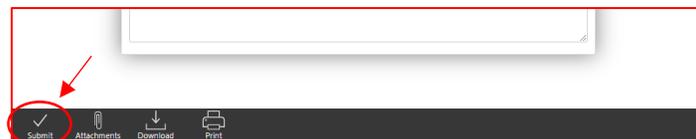
- Click "Forms" from the left-hand side and navigate down to the Residence Life Section.
- Disclaimer:** if, when you click on "Forms," you do not see the housing contract, please log out and wait 24 hours before logging back in. This should allow our system enough time to properly process the correct viewing rights for your personal file!
- When you are ready to fill out the form completely and submit the required deposit:**  
Fill out the **New Student Housing Contract** if new to PCC (\$200 Deposit required upon submission)  
**OR**  
Fill out the **Returning Student Housing Contract** 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)



- Fill out all required fields throughout the form. When you get to the "Pay Here" tab
  - Step 1: Click the "Pay with Stripe" button
  - This will open another page where you will need to fill in your payment information
  - Once filled out, hit "Pay" to confirm the payment
  - Return to the "Housing Contract" tab
  - Step 2: Select "Stripe Check" box



- Once all fields and payment have been cleared, 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 (This could take 1 to 2 business days).