PrattCC Housing Contract Instructions

- Apply <u>selfservice.prattcc.edu/PowerCampusSelfService/Admissions/Applications</u> (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).

	Microsoft 365 →		,∕⊂ Search
Apps		() → (The Office app is becoming the new Microsoft 365 app. ye
Outlook	合 OneDrive		
Word	Excel		
PowerPoint	N OneNote		
SharePoint	👘 Teams		
sway	📴 Forms		
PCC Etrieve	Canvas		
All apps \rightarrow			
Documents	Create ~		

- 5. Click "Forms" from the left-hand side and navigate down to the Residence Life Section.
- 6. 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!
- 7. 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)



- 8. 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

Forms ×	Housing Deposit
Employee Forms +	
EPT Application +	Please double check that you have completed this form before paying. The button below will open a new
LPI Student +	window to the product page. When finished please click the check box. If you have successfully paid, then the
Financial Aid Checklist - START HERE	text "Paid" will appear in the field below. If you have paid and needed to restart with a blank form, then just check the box and it should find your payment. If errors occur please contact Residents Life at
Financial Ald Forms 🕨	residencelife@nrattice.edu Stop 1
Financial Aid Parent Forms +	
Financial Aid Transfer Scholarship Apps >	Pay with Stripe
Library +	Stripe Check Box
Registrar »	Paid Step 2
Besidence Life 💌	
Immunization Upload Form	
Maintenance Request (Students)	
New Student Housing Contract (2023-2024)	Cost policies or procedures described within this contract are subject to change as a result of action by the Board of
Resident Assistant Application	Trustees or Bratt Community College Administration. A current policy and procedure handbook is on file in the Office of
Returning Student Housing Contract (2023-2024)	the President.

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 Once all fields and payment have been cleared, submit the Housing Contract by clicking the "Submit" button.

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Submit Attachments	Download	C Print				

Once PCC Housing has processed your Student Housing contract you will receive a followup email from Housing staff (This could take 1 to 2 business days).