



PCC College Start Office 365 Setup Guide & Accounts Access Steps

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

Pratt Community College provides every student with access to:

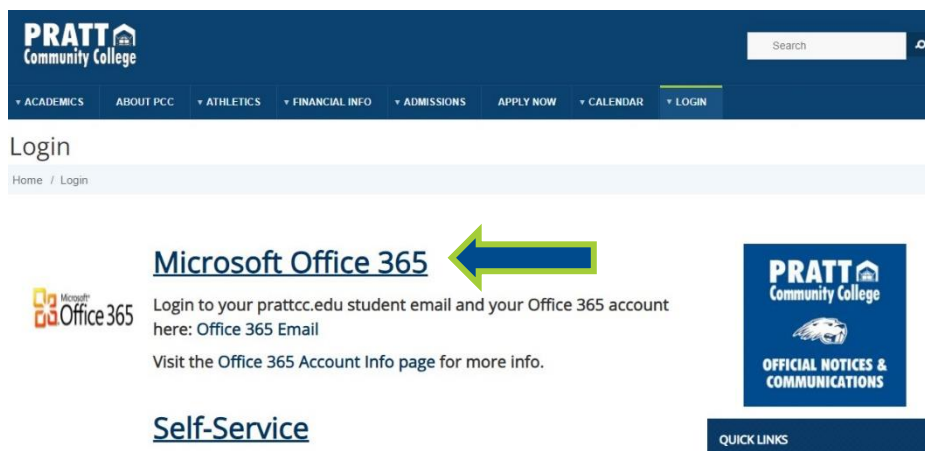
- **Office365** which includes your Pratt Community College Email and Microsoft suite, including OneDrive storage, Word, PowerPoint, Excel, etc. Login at <http://portal.office.com/>
- **Self-Service** is the primary student portal used to access important information such as your class schedule, your unofficial transcript, billing information, check your grades, view attendance and search courses. <https://selfservice.prattcc.edu/selfservice/Home.aspx>
- **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 PrattOnline courses. Use this link to access: <https://prattcc.instructure.com/login/ldap>
- **Etrieve** is the electronic document system used mainly by our traditional college students for housing, financial aid, etc. Login at <https://etcentral.prattcc.edu/>

MICROSOFT OFFICE 365 LOGIN INSTRUCTIONS:

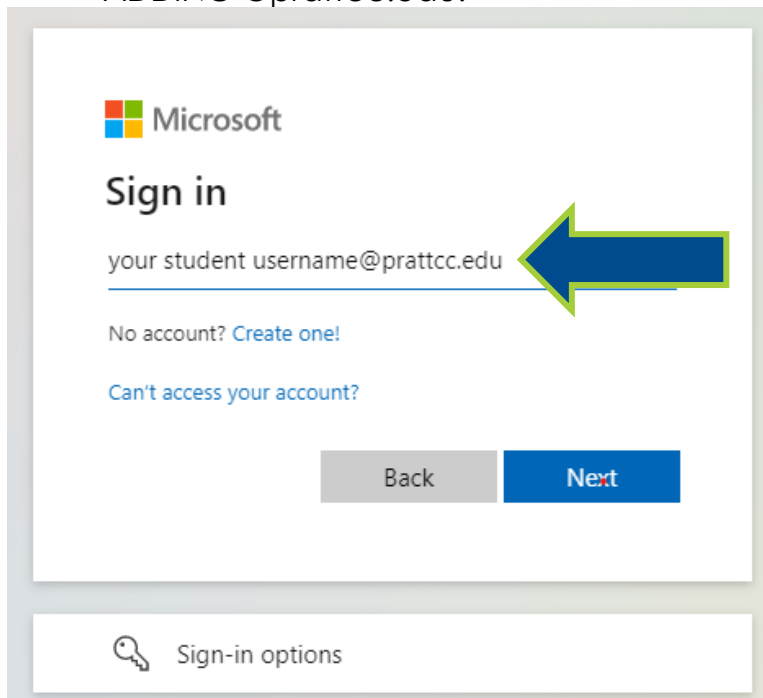
1. Monitor the personal email address you provided to Pratt Community College via your admission application for the two emails entitled “Your New Pratt Community College Login”. If you are unsure which personal email you listed, contact the Admissions Office at (620)450-2217 or email pccadmissions@prattcc.edu. 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, there are two ways to access the correct login webpage for the Pratt Community College Microsoft Office 365 platform:
 - a. Follow the direct link for Office 365, <http://portal.office.com>, found in the emails sent under the title “Your New Pratt Community College Login”
 - OR-
 - b. Open the Pratt Community College main webpage, prattcc.edu, hover your mouse over the “LOGIN” tab found across the right-hand side of the webpage and select the ‘Office 365’ link in the drop-down menu.



NOTE: If you happen to click on the “LOGIN” tab, you will be redirected to a secondary webpage that showcases a larger display replica of the drop-down menu previously mentioned. See next image for exact view.



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.

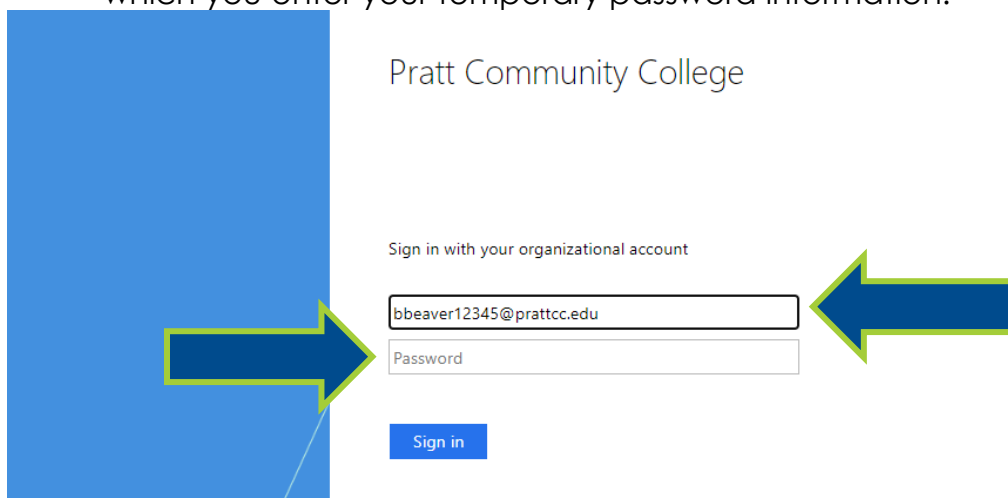
First Name: Bucky

Last Name: Beaver

Student ID: 000211111

Username: BBeaver11111

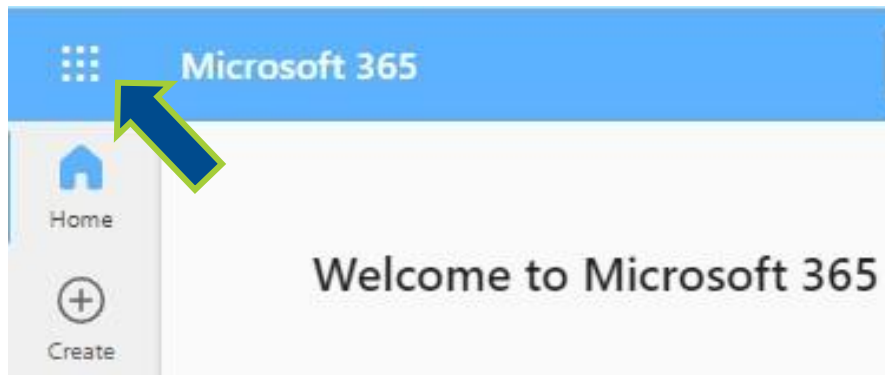
4. Once you type in your Pratt Community College email address, you will be redirected to the Pratt Community College authentication page (seen below). Your email address should prepopulate for you. This is the page on which you enter your temporary password information.



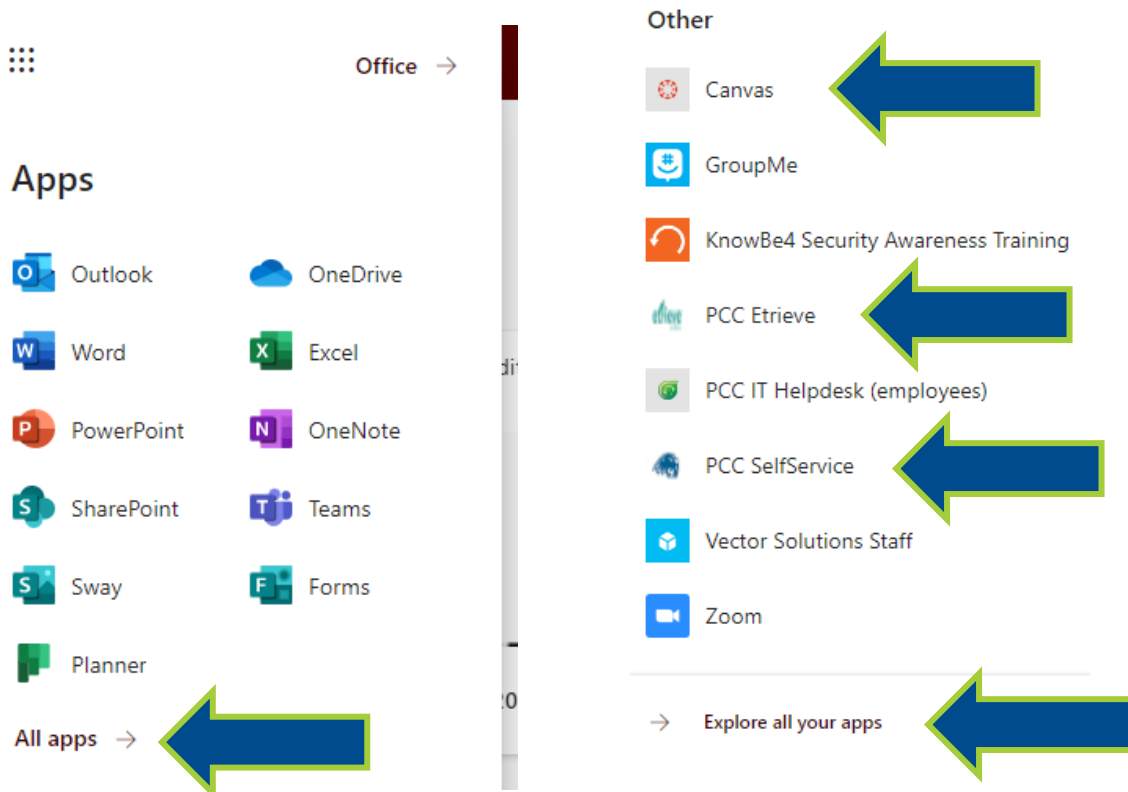
Note: It is best to COPY & PASTE your temporary student password from the original email directly into the provided field, ensuring you **DO NOT copy the space before or after the password.**

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

- Once your Office 365 portal loads, you can use the App Launcher, found in the far upper left-hand side of the webpage to access the many provided applications and student portals

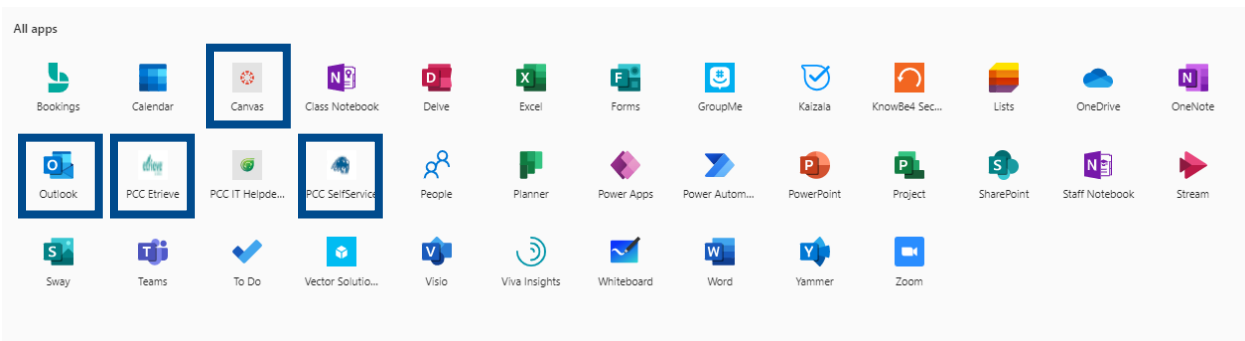


- When you click on the icon of 9 dots in the upper left-hand corner, you will see this view: If Icons for Canvas, PCC Etrieve (also called Ecentral), and PCC Self-Service are not visible, follow the "All Apps" link at the bottom. If you can already see the icons, proceed to step 10. (See below left)



- A much longer list of Office apps will open. You may need to scroll down to a section labeled "Other" to find the needed important icons. If the icons for Canvas, PCC Etrieve, and PCC Self-Service are still not visible, select the "Explore all your apps" link. (See above right)

9. Within the “All Apps” section of the new tab that opens by following the “Explore all your apps” link will show the one-click icons to direct you to the needed portals



PASSWORD CHANGE INSTRUCTIONS ARE BELOW

10. In order to change your password to something more memorable to you: **select the PCC Self-Service Icon in Microsoft Office 365 or chose the Self-Service Link via the “Login” Tab on the PrattCC main webpage.**

Once you are signed into the Self-Service account platform, click on the “Change Password” link option shown below.

REGISTRATION GRADES FINANCES ADVISING ADMISSIONS SEARCH CHECKLIST

Today's Overview

Your Calendar

Sunday, July 24, 2022

July 2022

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

[Setup a Payment Plan](#)

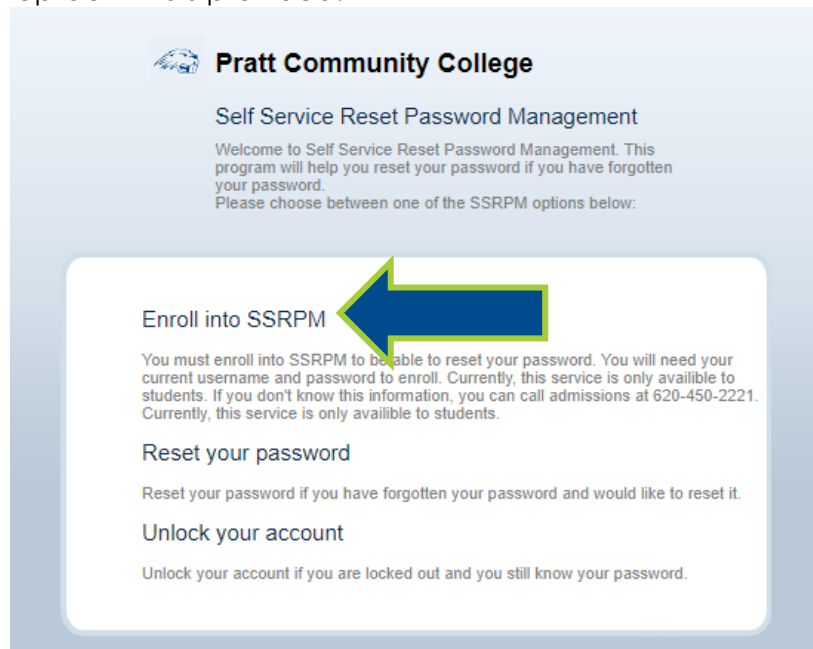
[Pratt Community College Website](#)

[Order Transcripts](#)

[Change Password](#)

11. By choosing the "Change Password" link, you will be redirected to the Self Service Reset Password Management (SSRPM) webpage (see view below). You **MUST** Enroll into SSRPM first before you can reset your password.

- 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 New Pratt Community College Login". Fill in the capture code provided before selecting 'continue'.



12. 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.

SSRPM Enrollment: Advanced Authentication
Please specify the information requested below

User : , Domain : prattcc.local

Email address:
bbcoover@personalemail.com

Mobile Phone Number:
6206562107

Back Continue

SSRPM is powered by Trustover.

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

SSRPM Enrollment: Specify questions and answers
Please specify questions and provide an answer for each specified question

User : , Domain : prattcc.local

Question 1:
In what town was your first job?

Answer:

Question 2:
What street did you live on in third grade?

Answer:

14. You should see a confirmation “Congratulations” message once you have enrolled successfully into SSRPM.



15. Return to the SSRPM Main screen (shown in step 11) 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 11 AND SETTING UP SECURITY QUESTIONS BY ENROLLING INTO SSRPM

16. 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.
17. Your student username and personally chosen/newly changed password will log you into Self-Service, E-Trieve/ E-Central, and Pratt Community College’s Canvas platforms. You can sign in individually to each of these accounts by following the direct links provided via the “LOGIN” tab on the prattcc.edu webpage.
18. Your Pratt Community College Email address and the SAME PASSWORD 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.

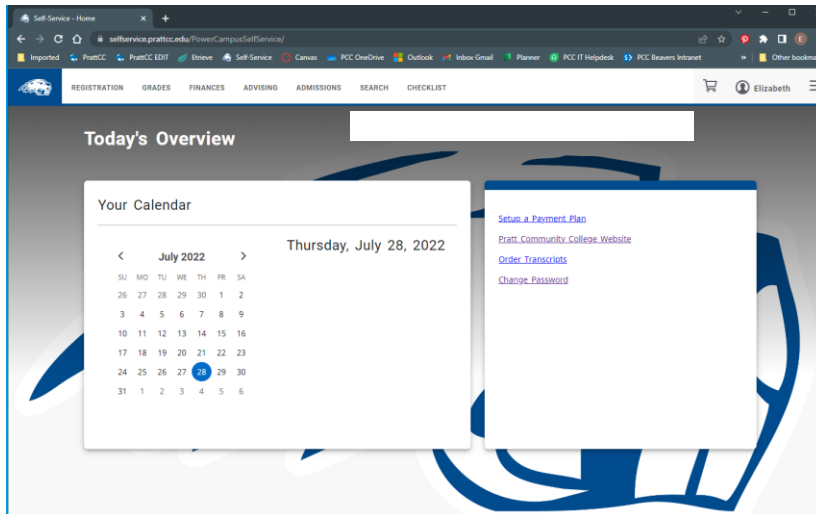
Instructions for Choosing Classes Via Self-Service

Self-Service is the platform where you are able to search for available courses each semester and place desired classes into your cart, beginning the registration process.

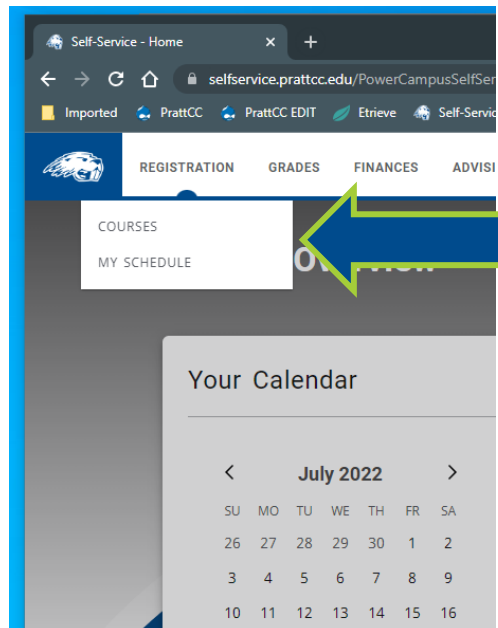
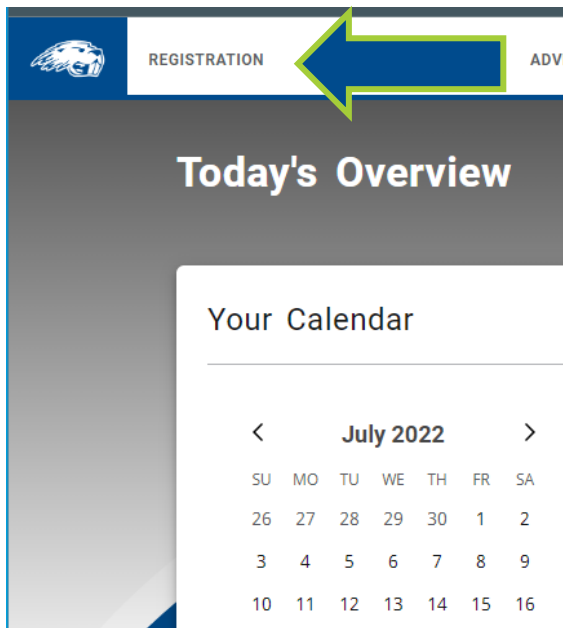
FIRST: You MUST log into your Microsoft Office 365 account.

Once you are into your account, then you are ready to enroll via the Self-Service platform.

- 1) After you log into your self-service account, the home screen should look similar to this:



- 2) In the upper left-hand side of the webpage, hover your mouse over the registration tab. A drop-down list of "Courses" and "My Schedule" should appear. Select "Courses".



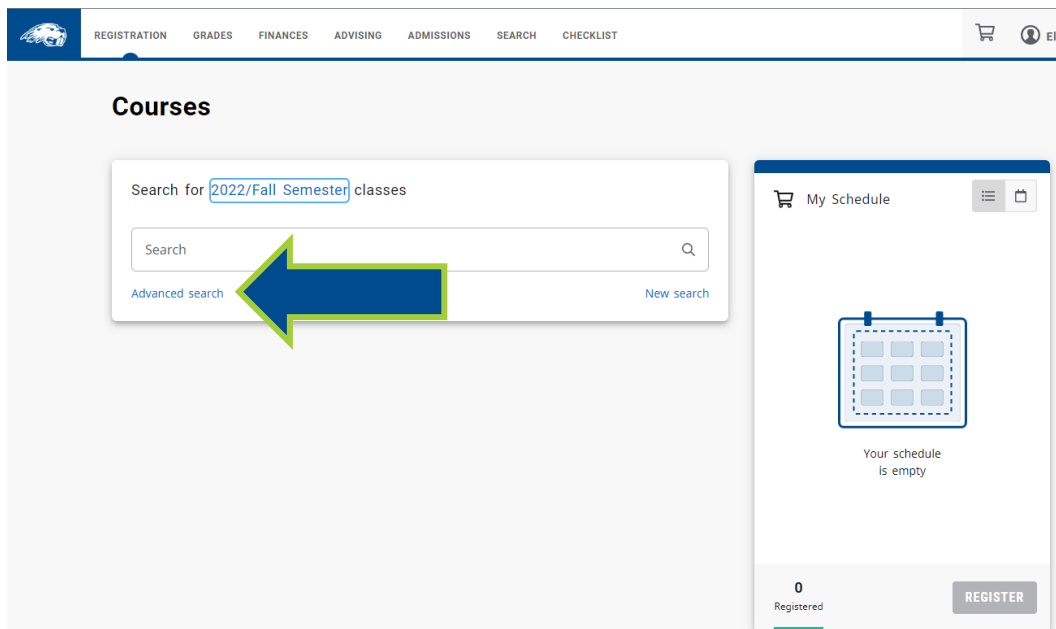
3) The following view should appear once you have selected the "Courses" option:

The screenshot shows the 'Courses' page. At the top, there is a navigation bar with links for REGISTRATION, GRADES, FINANCES, ADVISING, ADMISSIONS, SEARCH, and CHECKLIST. On the right, there is a shopping cart icon and a user profile icon labeled 'Eliz'. Below the navigation bar, the page title is 'Courses'. The main content area features a search box with the text 'Search for 2022/Fall Semester classes'. A blue arrow points to the '2022/Fall Semester' text. Below the search box is a search input field with a magnifying glass icon and a 'New search' link. To the right of the search box is a 'My Schedule' panel. The panel has a title 'My Schedule' and a shopping cart icon. It contains a calendar icon and the text 'Your schedule is empty'. At the bottom of the panel, it shows '0 Registered' and a 'REGISTER' button.

*** MAKE SURE THAT YOU ARE SEARCHING FOR THE CORRECT SEMESTER. If you need to change the semester, select the semester link that is highlighted in the image above. Select the correct semester from the options in the pop-up window (view below) before proceeding to the next step.

The screenshot shows a pop-up window titled 'What term do you want to search? X'. The window contains the text 'Terms open for registration' and three radio button options: '2022/Fall Semester' (selected), '2022/Summer Semester', and '2022/Spring Semester HAS ENDED'. A blue 'SELECT' button is located at the bottom right of the window.

- 4) After making sure you are searching for classes in the correct semester, if you know the course code for the class you are wanting to enroll into, you can type the code into the "search" box. For example: COM276 for Public Speaking courses - Course codes can be found via our "Class Schedules" list on the [Pratt Community College Website](#).
- 5) If you do not know the course code for the class you are searching for, utilize the "Advanced search" function to narrow down the classes your search will pull up:



***This is the view that should pop up when you select the "Advanced search" link:

The 'Advanced Search' modal form is titled 'Advanced Search' and has a close button (X) in the top right corner. Below the title is the instruction 'Search and add classes to your schedule.' The form contains several input fields and dropdown menus:

- Keyword:
- Course:
- Period:
- Session:
- Time and Location section:
 - Starts from:
 - Ends by:
 - Meeting:
 - Campus:
- Course Details section:
 - Status:
 - Sub type:

At the bottom of the form, there are two buttons: 'CLEAR' and 'SEARCH'.

View of “Advanced search” box if you scroll down to view the full “Course Details” section

Course Details

Status Select... ▼	Sub type Select... ▼
Credit type Select... ▼	Instructor Select... ▼
Program Select... ▼	Class level Select... ▼
Department Select... ▼	Population Select... ▼
College Select... ▼	Non-traditional Programs Select... ▼
Curriculum Select... ▼	General education Select... ▼
Course type Select... ▼	

[CLEAR](#) [SEARCH](#)

6) **If you are taking courses OFFERED & TAUGHT BY A TEACHER AT YOUR HIGH SCHOOL** for concurrent college credit, to see the specific classes that are available, select your school's name from the options available in the drop-down list under the “College” section (labeled below):

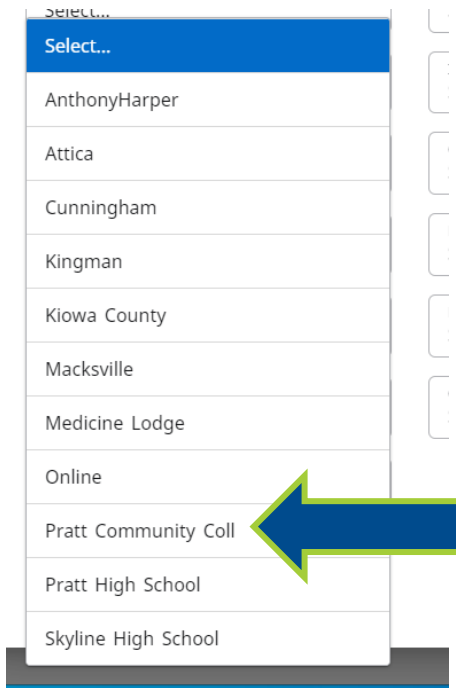
Course Details

Status Select... ▼	Sub type Select... ▼
Credit type Select... ▼	Instructor Select... ▼
Program Select... ▼	Class level Select... ▼
Department Select... ▼	Population Select... ▼
College Select... ▼	General education Select... ▼
Curriculum Select... ▼	
Course type Select... ▼	

[CLEAR](#) [SEARCH](#)

- Select...
- Select...
- AnthonyHarper
- Attica
- Cunningham
- Kingman
- Kiowa County
- Macksville
- Medicine Lodge
- Online
- Pratt Community Coll
- Pratt High School
- Skyline High School

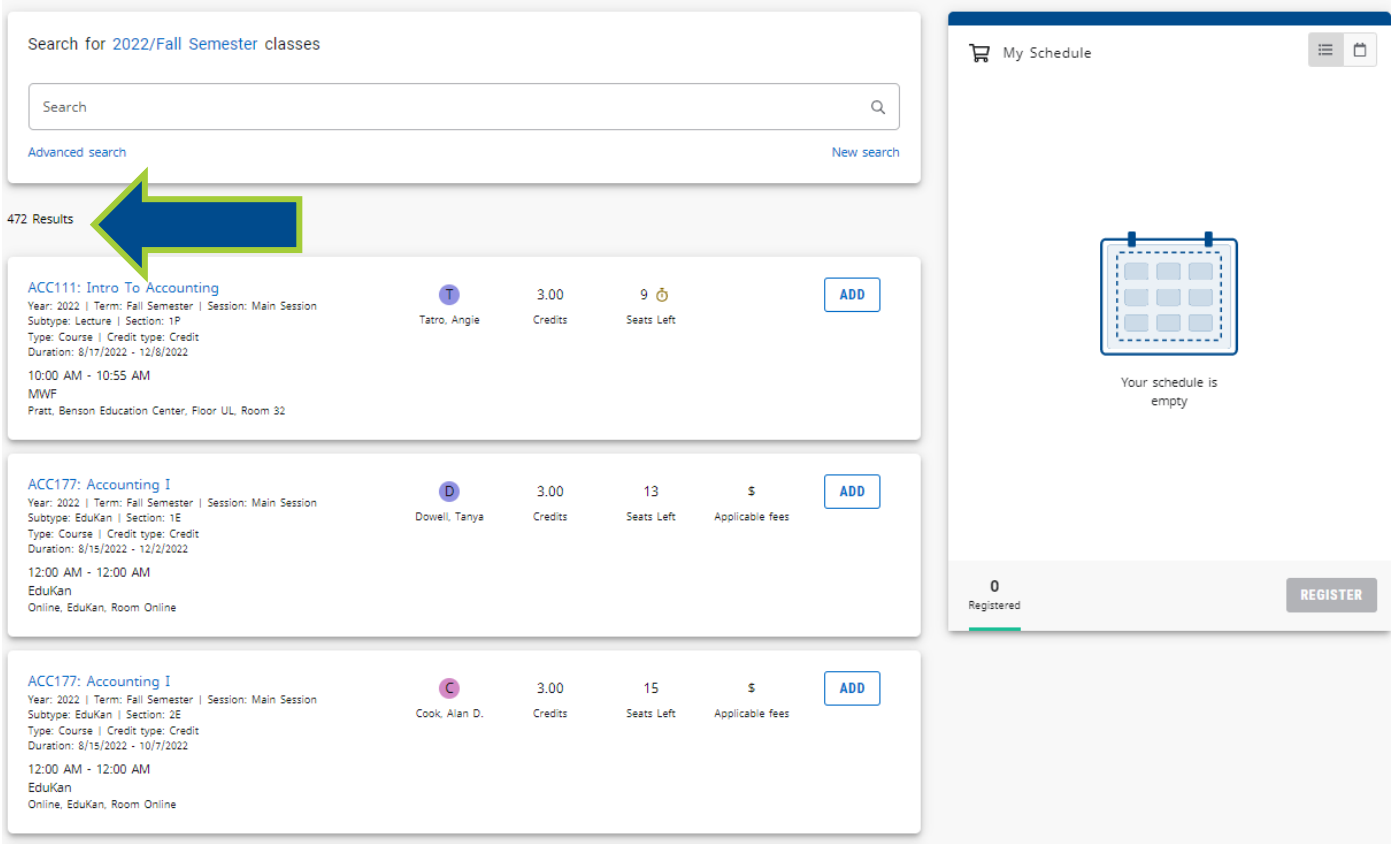
- 7) **If you are taking courses on PCC's campus or via PrattOnline** select "Pratt Community Coll" from the drop-down list under the "College" Section.



Please be aware that though you can view available EduKan courses via self-service, you CANNOT properly enroll into EduKan classes by placing them into your Self-Service cart. You must enroll into EduKan classes through the EduKan specific platform at the website www.edukan.edu.

FURTHER EDUKAN ACCOUNT CREATION AND EDUKAN CLASS ENROLLMENT INSTRUCTIONS ARE AT THE END OF THIS INSTRUCTION MANUAL


- 8) Once you have the correct school selected from the "College" Section, click "SEARCH" (found in the lower right-hand portion of the screen). A full list of all classes at that location for the semester you chose will appear.




9) From the full list that populates, find the course of your choice and select the “add” button off to the right of the class listing to place the chosen class into your cart.

<p>COM276: Public Speaking Year: 2022 Term: Fall Semester Session: Main Session Subtype: Lecture Section: 4P Type: Course Credit type: Credit Duration: 10/13/2022 - 11/17/2022</p> <p>6:00 PM - 8:00 PM R Pratt, Benson Education Center</p>	<p>W Wilson, Heather M.</p>	<p>3.00 Credits</p>	<p> ADD</p> <p>Seats Left</p>
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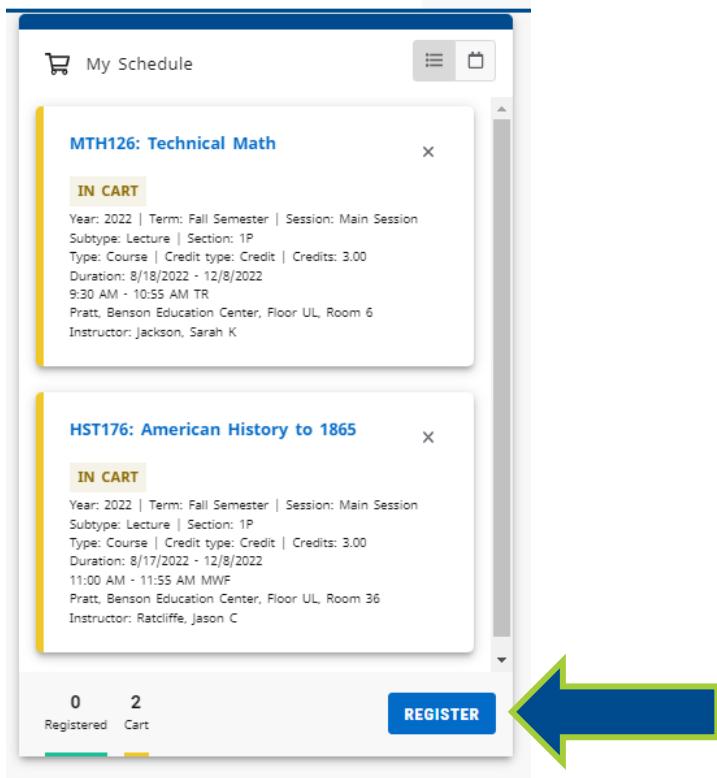
****There is a lot of information provided on each course listing. Please take note of what **subtype** of course you are placing into your cart.

<p>COM276: Public Speaking Year: 2022 Term: Fall Semester Session: Main Session Subtype: EduKan Section: 5E Type: Course Credit type: Credit Duration: 10/31/2022 - 12/9/2022</p> <p>12:00 AM - 12:00 AM EduKan Online, EduKan, Room Online</p>	<p>O Oleson, Angela</p>	<p>3.00 Credits</p>	<p>25 Seats Left</p>	<p>\$ Applicable fees</p>	<p></p>
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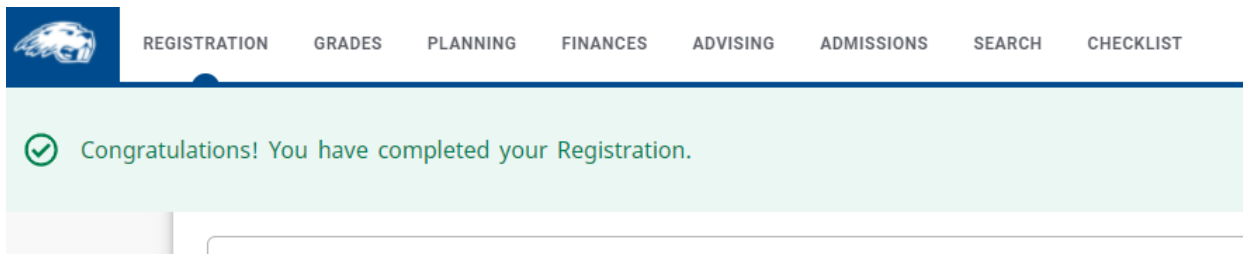
<p>COM276: Public Speaking Year: 2022 Term: Fall Semester Session: Main Session Subtype: Pratt Online Section: 1E Type: Course Credit type: Credit Duration: 8/24/2022 - 12/8/2022</p> <p>12:00 AM - 12:00 AM PCC Online Online, Pratt Online, Room Online</p>	<p>W Wilson, Heather M.</p>	<p>3.00 Credits</p>	<p>1  Seats Left</p>	<p>ADD</p>
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<p>COM276: Public Speaking Year: 2022 Term: Fall Semester Session: Main Session Subtype: Lecture Section: 1P Type: Course Credit type: Credit Duration: 8/17/2022 - 12/8/2022</p> <p>10:00 AM - 10:55 AM MWF Pratt, Benson Education Center, Floor UL, Room 35</p>	<p>B Beck, Misty L</p>	<p>3.00 Credits</p>	<p>0 Seats Left</p>	<p>ADD</p>
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- 10) Repeat steps 7 – 9 until you have found all the courses you are wanting to enroll into and have them added to your cart.
- 11) When you have completed your enrollment selection, select the “Register” button.



- 12) You should see the congratulations message, as seen below, if you have successfully submitted your enrollment for approval. The courses in your cart should also now have a blue “PENDING” label. From this point, your High School Counselor will need to approve your enrollment. Be sure to **communicate with your Guidance Counselor** to make sure they are aware you have a schedule request pending!



PLEASE REACH OUT TO KIM LEE OR TO THE ADMISSIONS OFFICE IF YOU HAVE ANY TROUBLE GAINING ACCESS TO AND/OR ENROLLING FOR YOUR CLASSES. Kim Lee can be reached at (620)450-2194 or by email at kimberlyl@prattcc.edu



Online Course Add/Drop/Withdraw Instructions

If you have **never** registered for an EDUKAN course:

1. Go to www.edukan.edu
2. Select "Apply Online" at the top of the home page.
3. Fill out the requested information on each page of the Application Form. **Be sure to select Pratt Community College as your "College of Enrollment"**.
4. Once you submit your application, you will be taken to a page confirming its completion. **This page contains your username**, formatted as your email address, and a **temporary password**, formatted as the first 4 letters of your last name and the last 4 digits of your SSN. You will be prompted to change this password during your initial login.

To **add** a course as a new student:

5. Go to www.edukan.edu
6. To see what courses are available and go to the EduKan homepage at www.edukan.edu, click on "Course Catalog" under the Academics Tab
7. When you are ready to select courses, select "Enroll in Classes" at the top of the homepage.
8. Enter the username and password.
9. Click "Sign In"
10. Confirm contact information and select "Next" at the bottom of the page.
11. Click on the dropdown below "Select an Option" and choose "Add New Course".
12. Click on the dropdown below "Please Select Session" and select the Session in which you wish to enroll. If you are looking at a Pratt Community College schedule, the session would be number in the last portion of the course code. (i.e. MTH178-E-**3**E is session 3)
13. Click "Next" at the bottom of the page
14. Select the course(s) in which you wish to enroll and click "Next".
15. If this is the end of your course registration, select "finish".

16. If you plan to register for more courses, click "Yes, Add/Drop Course" and refer back to step 11 above.

To **drop** a course:

1. Go to www.edukan.edu
2. Select "Enroll in Classes" at the top of the homepage.
3. Enter the username and password.
4. Click "Sign In"
5. Confirm contact information and select "Next" at the bottom of the page.
6. Click on the dropdown below "Select an Option" and choose "Drop Course".
7. Click on the dropdown below "Please Select Session" and select the Session in which you wish to drop a course.
8. Select "Next" at the bottom of the page.
9. Select the course(s) from which you wish to drop and answer required questions.
10. Select "Next" at the bottom of the page.
11. If this is the only course you plan to drop, select "finish".
12. If you plan to drop for more courses, click "Yes, Add/Drop Course" and refer back to step 6 above.

To **withdraw** from a course:

1. Send an email requesting to be withdrawn to registrar@prattcc.edu. Please list the course(s) from which you wish to be withdrawn.

