



Student Office 365 Setup Guide & PrattCC 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:

- An Office 365 Pratt Community College Email
- The whole Microsoft suite (OneDrive storage, Word, PowerPoint, Excel, etc.)
- PrattCC specific Canvas portal
 - Pratt Community College's Canvas portal is for student's to be able to access online course work and is utilized by several professors throughout in-person classes as well.
- The electronic document system, called "Etrieve"
 - PCC Etrieve, also called E-central, is the electronic documentation portal used by Pratt Community College's Financial Aid, Registrar Office, and Academic Advisors. **ALL OF YOUR FINANCIAL AID DOCUMENTATION, INCLUDING THE SCHOLARSHIP FORM and PAPERWORK NEEDED TO FINALIZE YOUR FAFSA PROCESS, IS HOUSED, FILLED OUT, AND SUBMITTED VIA THIS PLATFORM.**
- Our online student portal, titled "Self-Service"
 - PCC SelfService is the primary student account. You will use this platform to access important information such as your class schedule, your unofficial transcript, billing information, etc.
 - **INSTRUCTIONS ON HOW TO CHANGE YOUR PASSWORD ARE BELOW. KEEP READING!**

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

Pratt Community College offers a **Single-Sign-On system** to access all of the above applications via the Microsoft Office 365 student account.

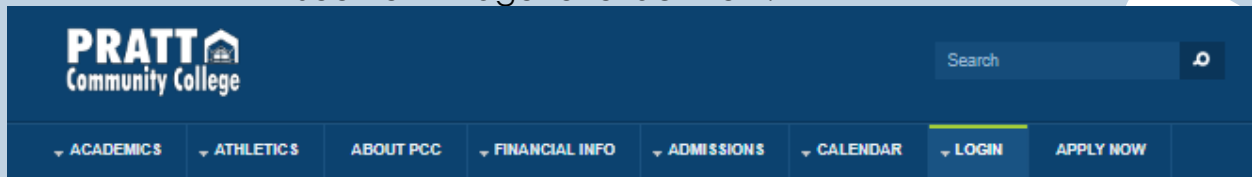
To aid in logging in you will be receiving two emails from pccadmissions@prattcc.edu entitled, "**Your New Pratt Community College Login.**" This mailing is automated and may end up in the junk/spam folder of the personal email you provided on your college start application form. The first email will contain a student username and the second email will contain a temporary password.

MICROSOFT OFFICE 365 LOGIN INSTRUCTIONS:

1. Monitor the personal email address you provided to Pratt Community College via your college start admission application for the two emails entitled "Your New Pratt Community College Login". If you are unsure which personal email you listed, contact the Lisa Stinson at (620)450-2171 or email lisas@prattcc.edu. It may take up to 48 hours to receive the two emails containing your student login information after your college start application was submitted.
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.



- i. 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.



Login



Self-Service

Check your grades, view attendance, search courses, and view your unofficial transcripts.

Your login information will be the beginning portion of your PCC Email Address and your Password.

Ex. - Email:
BBeaver11111@prattcc.edu
 Username: BBeaver11111
 Password: *****



EDUKAN

Log into your EduKan Canvas portal to access your EduKan Classes here: [EduKan Canvas](#)



Pratt Online

Use this link to access your Pratt Online classes: [Pratt Online Canvas](#)



Office 365

Login to your prattcc.edu student email and your Office 365 account here: [Office 365 Email](#)

Visit the [Office 365 Account Info page](#) for more info.



E-Central

Complete and submit forms for Financial Aid, Residence Halls and more here: [E-Central](#)

Visit the [E-Central Student Instructions](#) for more info.

ABOUT PCC

- > General & Consumer Information
 - > Administration
 - > Accreditation
 - > AQIP Pathway
 - > HLC/PCC Federal Compliance
 - > Public Comments
 - > Board of Trustees
 - > Faculty
 - > Contact Directory
 - > President's Welcome
 - > Why Choose PCC
- > Administrative Policies
- > Annual Security Report
- > Campus Map
- > Consumer Information
- > Economic Impact
- > Employment
- > Faculty Assessment Learning Committee (FALC)
- > Monthly Newsletter
- > Our Middle Name is Community
 - > Community Report
- > Say No Now
- > Student Right to Know
- > Staff Senate
 - > Staff Feedback Form
- > Celebrate Diversity Team

QUICK LINKS

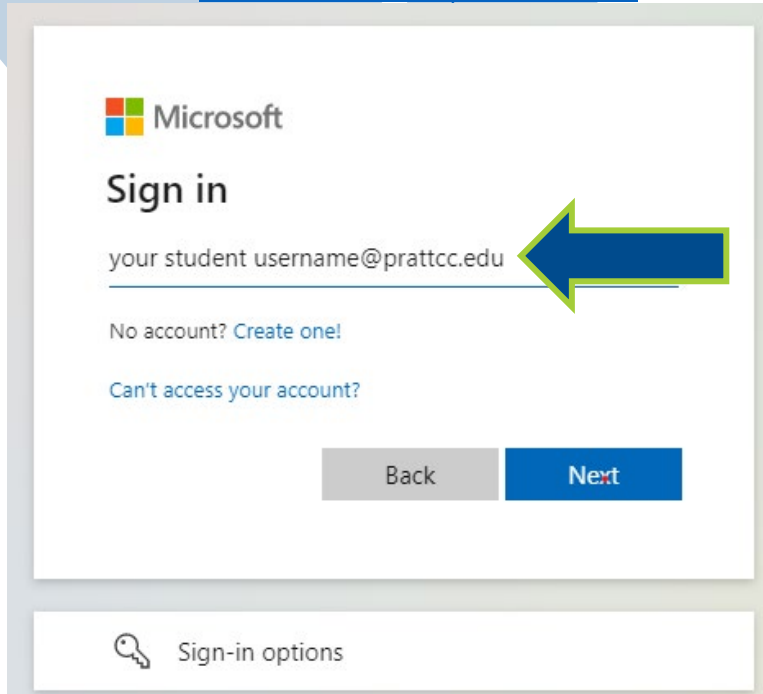
- > Beaver Building Day Registration
- > Kansas Promise Scholarship
- > Schedule a Tour
 - > Virtual & Video Tour
- > 2022-2023 Learning Calendar (pdf)
- > 2022-2023 Final Exam Schedule
- > Bookstore
- > Change of Information Form
- > Class Schedules
- > College Catalog
- > Degree Audit Form Request
- > Degree Completion and Application for Graduation Form
- > Employee Directory
- > FAQ
- > On-Campus Housing Contract
- > Student Activity Calendar
- > Student Handbook
- > Student Feedback/Complaints
- > Transcript Request
- > Taxpayer & Student Transparency Data

KEY SERVICES

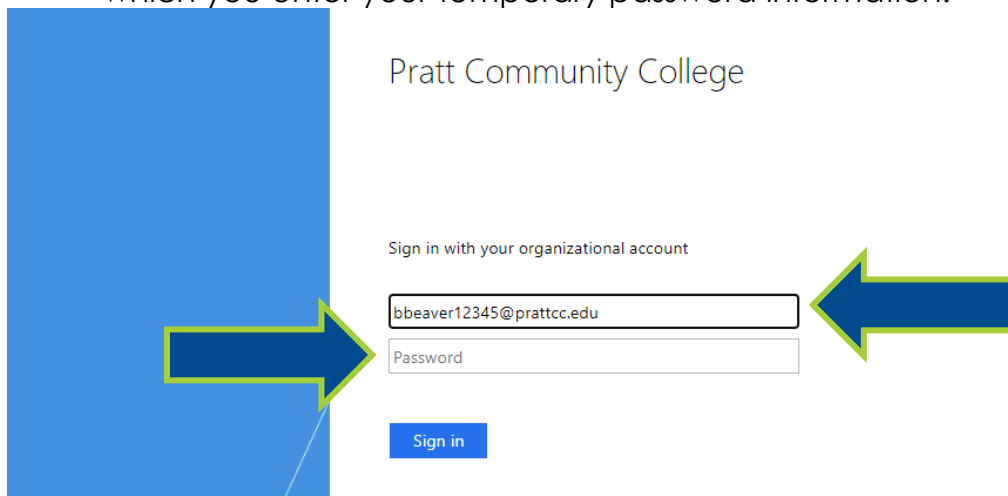
- > Advising
- > Alumni and Foundation
- > Bookstore
- > Club 62
- > College Health
- > College Start - Concurrent Enrollment
- > Financial Aid
- > Linda Hunt Memorial Library
- > Registrar
- > Residence Life
- > Student Life
- > Student Success Center



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.
 - a. If your student username is, for example, bbeaver12345. Then your Pratt Community College email will be formatted as bbeaver12345@prattcc.edu

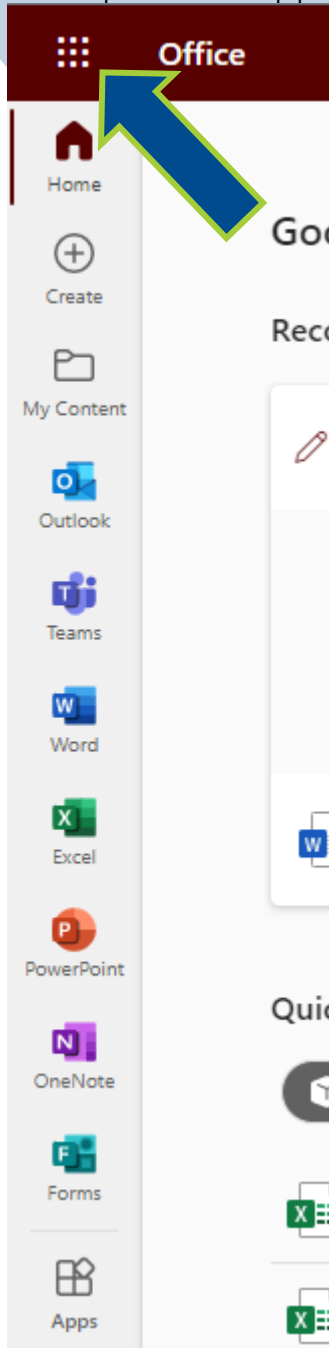


4. Once you type in your Pratt Community College email address, you will be redirected to the Pratt Community College authentication page (seen below). Your email address should prepopulate for you. This is the page on which you enter your temporary password information.

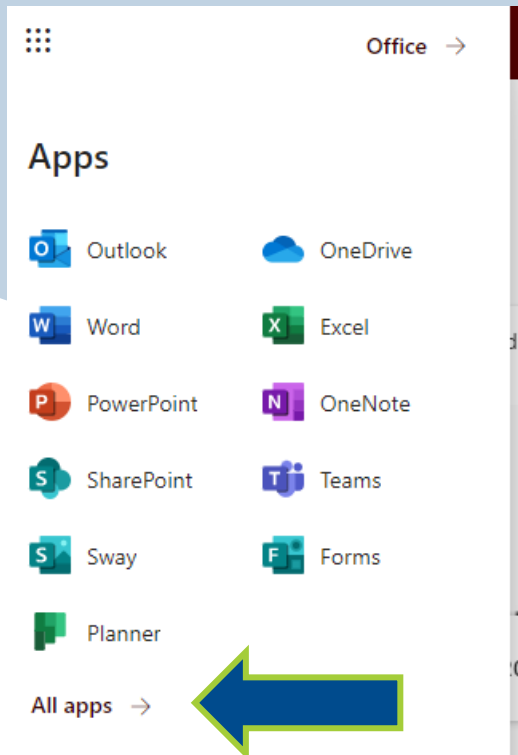


- a. It is best to COPY & PASTE your temporary student password from the original email directly into the provided field, ensuring you **DO NOT** copy the space before or after the password.

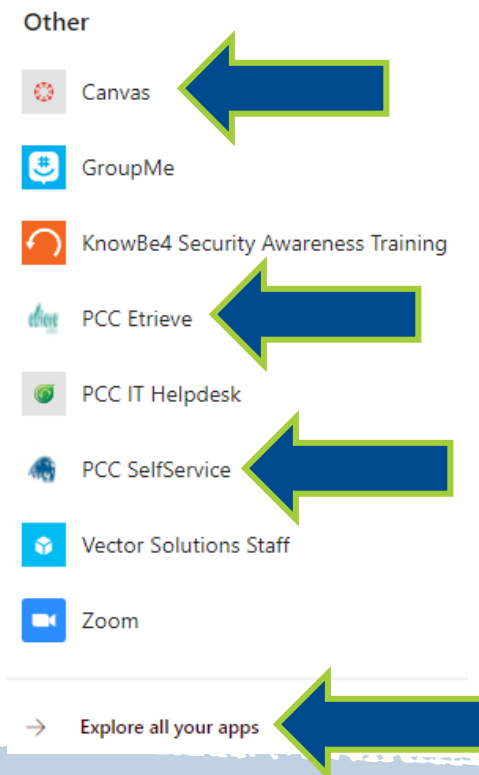
5. IF YOU HAVE ANY ISSUES WITH LOGGING IN, PLEASE CONTACT THE ADMISSIONS OFFICE AT (620)450-2217 OR VIA EMAIL AT pccadmission@prattcc.edu FOR ASSISTANCE
6. Once your Office 365 portal loads, you can use the App Launcher, found in the far upper left-hand corener of the webpage to access the many provided applications and student portals



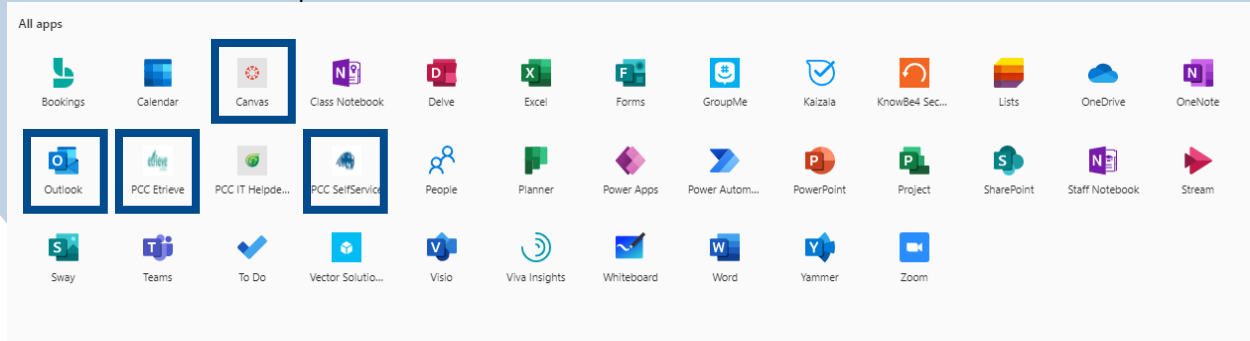
7. When you click on the icon of 9 dots in the upper left-hand corner, you will see this view:



- a. If Icons for Canvas, PCC Etrieve (also called Ecentral), and PCC SelfService are not visible, follow the “All Apps” link at the bottom. If you can already see the icons, proceed to step 10.
8. 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 SelfService are still not visible, select the “Explore all your apps” link



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



- a. PCC Etrieve, also called Ecentral, is the electronic documentation portal used by Pratt Community College's Admission and Registrar Office. In the event that you ever need to drop a course, this portal has the Add/Drop form you would need to submit.
- b. PCC SelfService is the primary student account. You will use this platform to access important information such as your class schedule, your unofficial transcript, billing information, and course grades, etc.
 - i. **INSTRUCTIONS ON HOW TO CHANGE YOUR PASSWORD ARE BELOW. KEEP READING!**
- c. Pratt Community College's Canvas platform is for student's to be able to access online course work specifically for PrattOnline and is utilized by several professors throughout in-person classes as well.

*****IF YOU ARE PLANNING TO TAKE AN EDUKAN CLASS, PLEASE NOTE THAT THE ENROLLMENT PROCESS IS DIFFERENT THAN THAT OF PRATTONLINE. PLEASE REACH OUT TO LISA STINSON OR THE ADMISSION OFFICE FOR EXACT STEP-BY-STEP EDUKAN ENROLLMENT INSTRUCTIONS*****

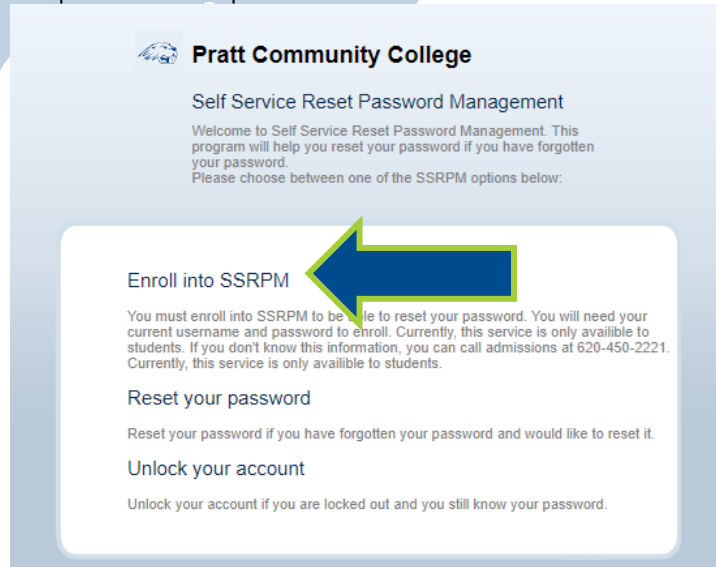
10. In order to change your password to something more memorable to you: select the PCC SelfService Icon in Microsoft Office 365 or chose the Self-Service Link via the “Login” Tab on the PrattCC main webpage.

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

The screenshot shows the Pratt Community College SelfService account platform. At the top, there is a navigation bar with the following links: REGISTRATION, GRADES, FINANCES, ADVISING, ADMISSIONS, SEARCH, and CHECKLIST. On the right side of the navigation bar, there is a shopping cart icon and a user profile icon labeled 'Eliz'. Below the navigation bar, the main content area is titled 'Today's Overview'. On the left side of this area, there is a 'Your Calendar' widget showing a calendar for July 2022. The current date is Sunday, July 24, 2022. On the right side of the 'Today's Overview' area, there is a list of links: 'Setup a Payment Plan', 'Pratt Community College Website', 'Order Transcripts', and 'Change Password'. A large blue arrow with a yellow outline points to the 'Change Password' link.

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:
bbeaver@personalemail.com

Mobile Phone Number:
6206652107

Back Continue

SSRPM is powered by [Troxler](#)

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:

01/2022

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



15. Return to the Self Service Reset Password Management Main screen (shown in step 11) and proceed to choose the “Reset your password” link option.

YOU CANNOT RESET YOUR PASSWORD WITHOUT FIRST COMPLETING STEP 11 AND SETTING UP SECURITY QUESTIONS BY ENROLLING INTO SSRPM

- a. Follow the prompts and verification steps to reset your password.

16. IF YOU HAVE ANY ISSUES WITH CHANGING YOUR PASSWORD, PLEASE CONTACT THE ADMISSIONS OFFICE AT (620)450-2217 OR VIA EMAIL AT pccadmission@prattcc.edu FOR ASSISTANCE

17. 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.

18. Your student username and personally chosen/newly changed password will log you into SelfService, 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.

19. Your student username becomes your Pratt Community College Email address by adding @prattcc.edu to the end of your student username (bbeaver12345 as a username would be formatted as the email address bbeaver12345@prattcc.edu). 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**).

IF YOU HAVE ANY ISSUES WITH LOGGING IN OR CHANGING YOUR PASSWORD, PLEASE CONTACT LISA STINSON AT (620)450-2171 OR VIA EMAIL AT lisas@prattcc.edu FOR ASSISTANCE

IF YOU ARE PLANNING TO TAKE AN EDUKAN CLASS, PLEASE NOTE THAT THE ENROLLMENT PROCESS IS DIFFERENT THAN THAT OF PRATTONLINE or CLASSES HOSTED ON THE PRATTCC CAMPUS. PLEASE REACH OUT TO LISA STINSON OR THE ADMISSION OFFICE FOR EXACT STEP-BY-STEP EDUKAN ENROLLMENT INSTRUCTIONS



PRATT 
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WE'VE GOT YOU COVERED!