



## Instructions for College Start Enrollment Via Self-Service

All Pratt Community College students are provided access to several platforms and applications. Self-Service is the primary electronic student account. Students use this platform to access information such as class schedule, unofficial transcript, billing information, and more. **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.**

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

To aid in logging in you will be receiving two emails from [pccadmissions@prattcc.edu](mailto: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.

Your student username used as is the basis of your Pratt Community College email address.

The follow formatting will apply to turn your student username into your Pratt Community College email address:

**Student username:** bbeaver12345

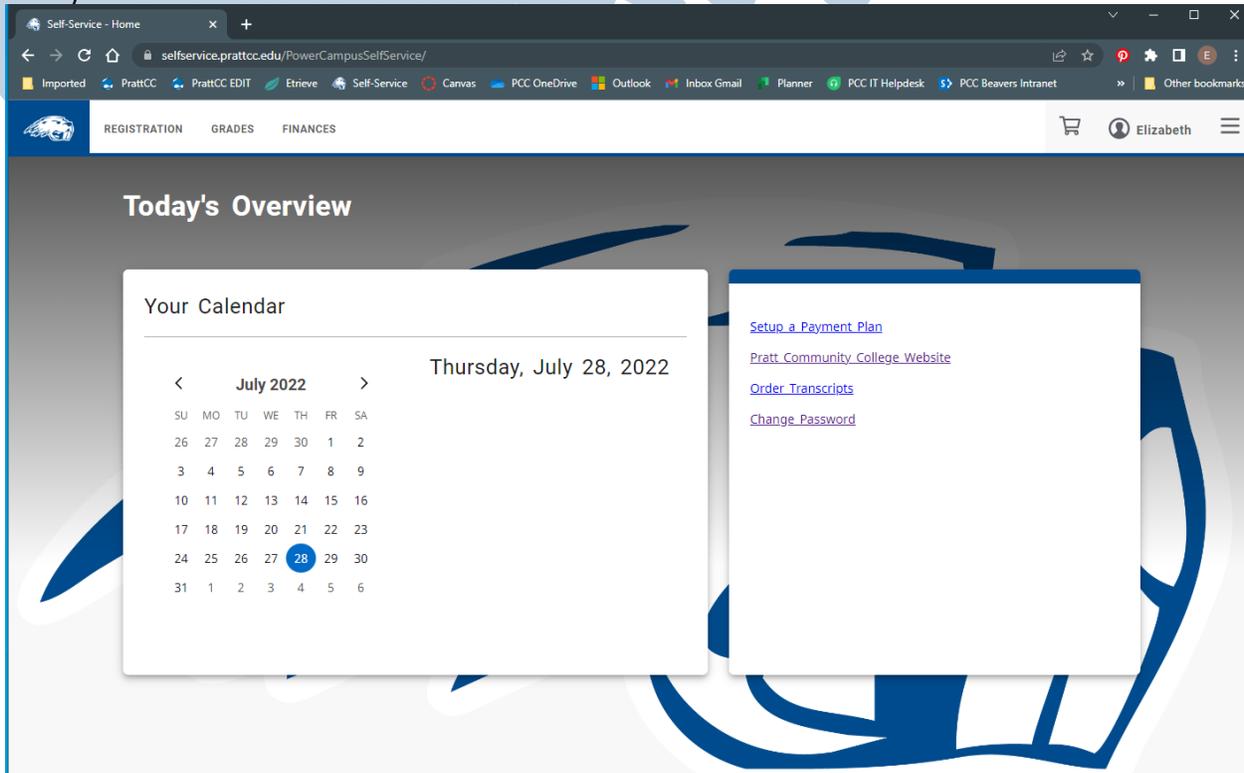
**Your Pratt Community College email:** [bb Beaver12345@prattcc.edu](mailto:bb Beaver12345@prattcc.edu)

Instructions to log into Microsoft Office 365 is at the end of this document after the enrollment instructions. We have also provided the same login instructions as an attachment to your College Start welcome email.

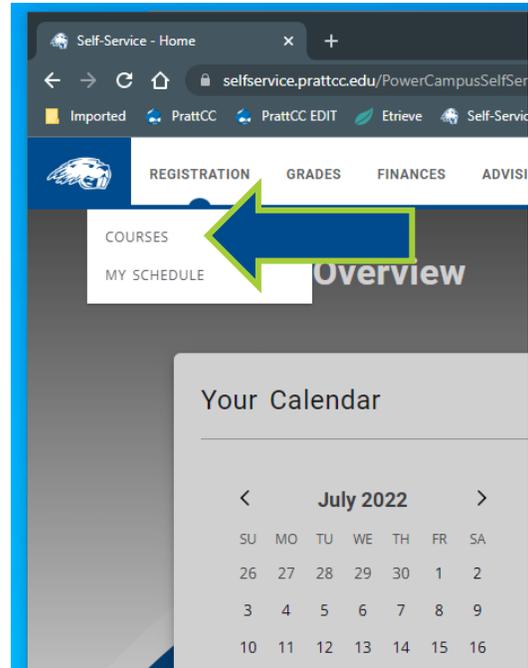
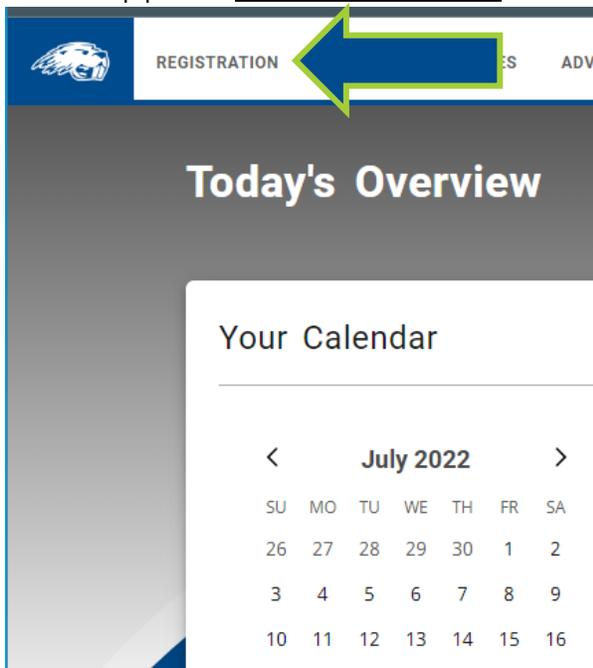
# SELF-SERVICE ENROLLMENT INSTRUCTIONS:

AFTER YOU LOG INTO YOUR SELF-SERVICE ACCOUNT:

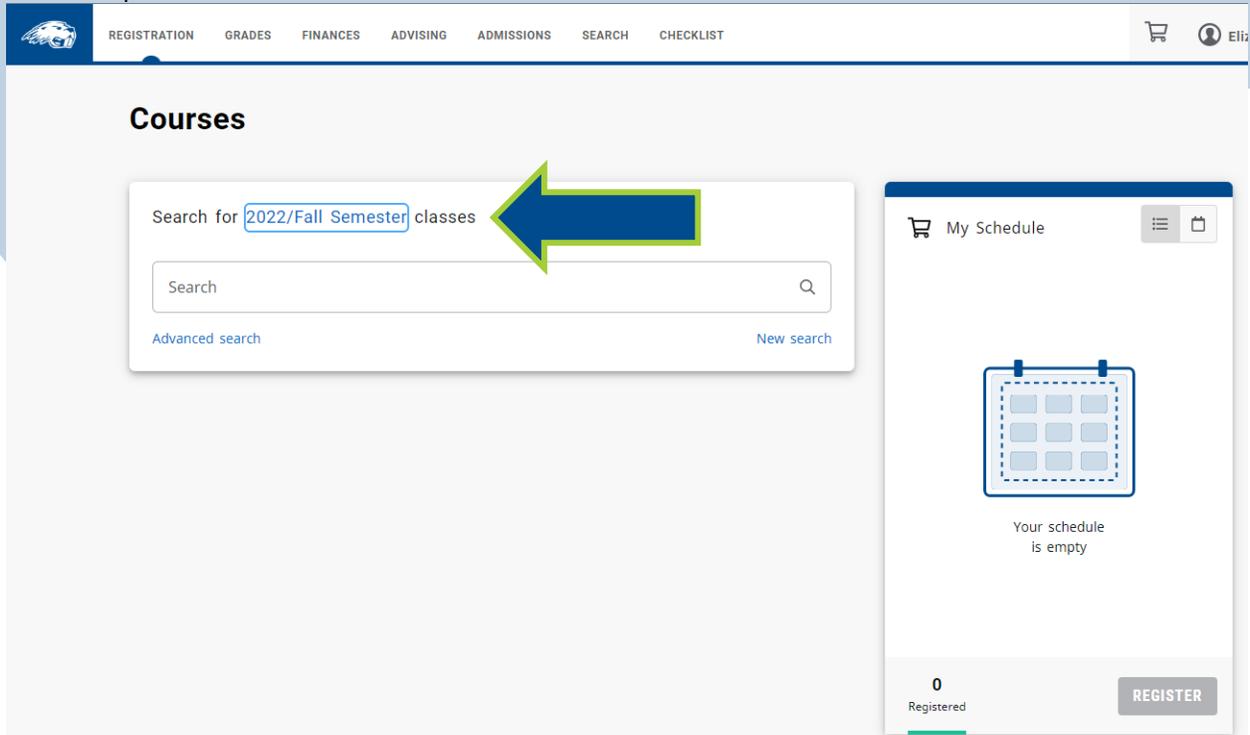
1) The home screen should look similar to this:



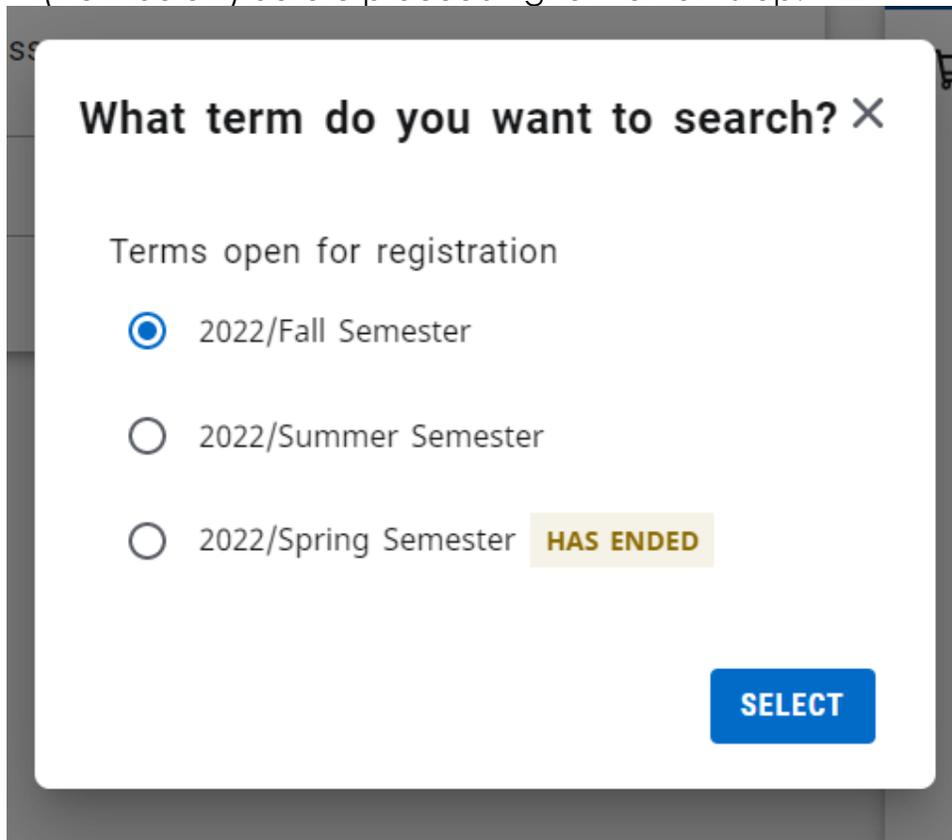
2) In the upper left-hand side of the webpage, hover your mouse over the registration tab. A drop-down list of "Courses" and "My Schedule" should appear. Select "Courses".



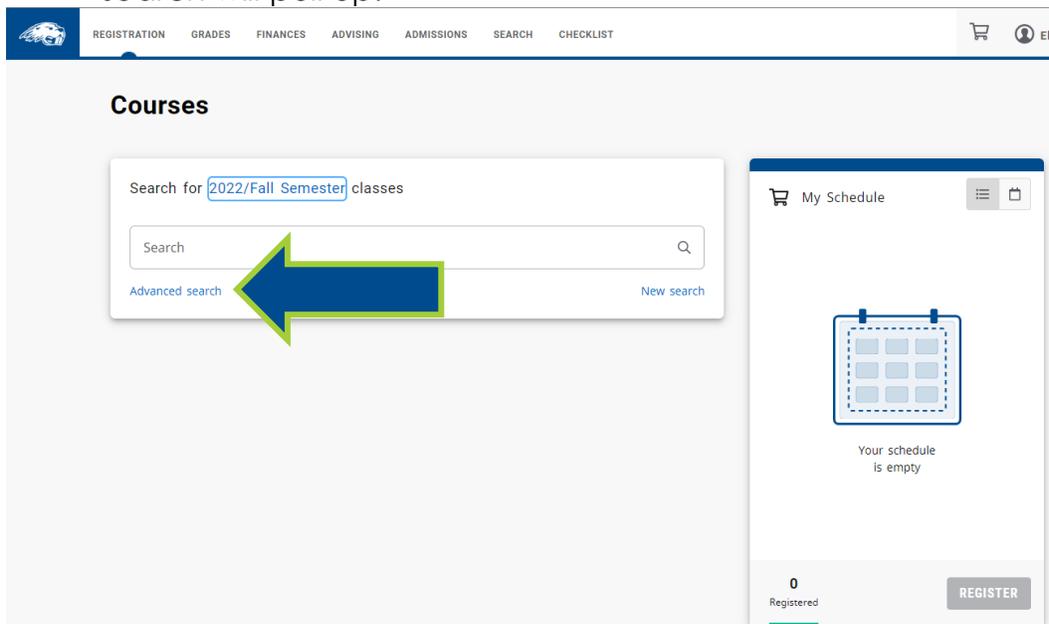
3) The following view should appear once you have selected the "Courses" option:



\*\*\* 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.



- 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
  - a. 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 "Advance search" function to narrow down the classes your search will pull up:



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

The screenshot shows the 'Advanced Search' modal window. It has a title bar with 'Advanced Search' and a close button. Below the title bar is the instruction 'Search and add classes to your schedule.' The form contains several input fields and dropdown menus:
 

- 'Keyword' and 'Course' text input fields.
- 'Period' dropdown menu with '2022/Fall Semester' selected.
- 'Session' dropdown menu with 'Select...' selected.
- 'Time and Location' section with:
  - 'Starts from' and 'Ends by' date pickers.
  - 'Starts from' and 'Ends by' dropdown menus with 'Select...' selected.
  - 'Meeting' and 'Campus' dropdown menus with 'Select...' selected.
- 'Course Details' section with:
  - 'Status' dropdown menu with 'Select...' selected.
  - 'Sub type' dropdown menu with 'Select...' selected.

 At the bottom of the modal 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...	

6) **If you are taking courses OFFERED & TAUGHT BY A TEACHER AT YOUR HIGH SCHOOL** for 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

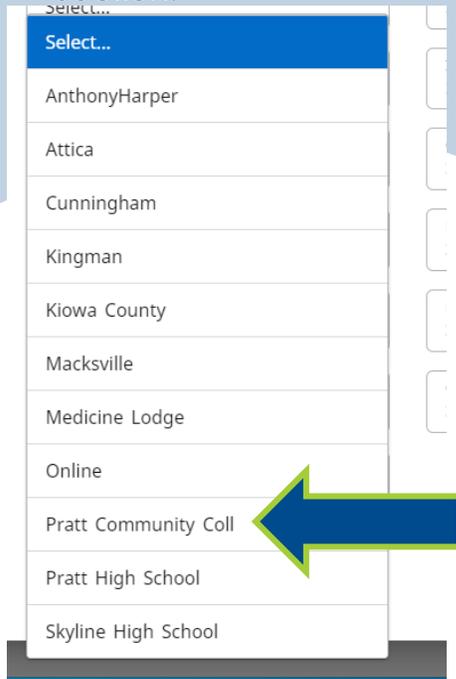
Status Select...	Sub type Select...
Credit type Select...	Instructor Select...
Program Select...	Class level Select...
Department Select...	Population Select...
College Select...	Non-traditional Programs Select...
Curriculum Select...	General education Select...
Course type Select...	

Drop-down list for College:

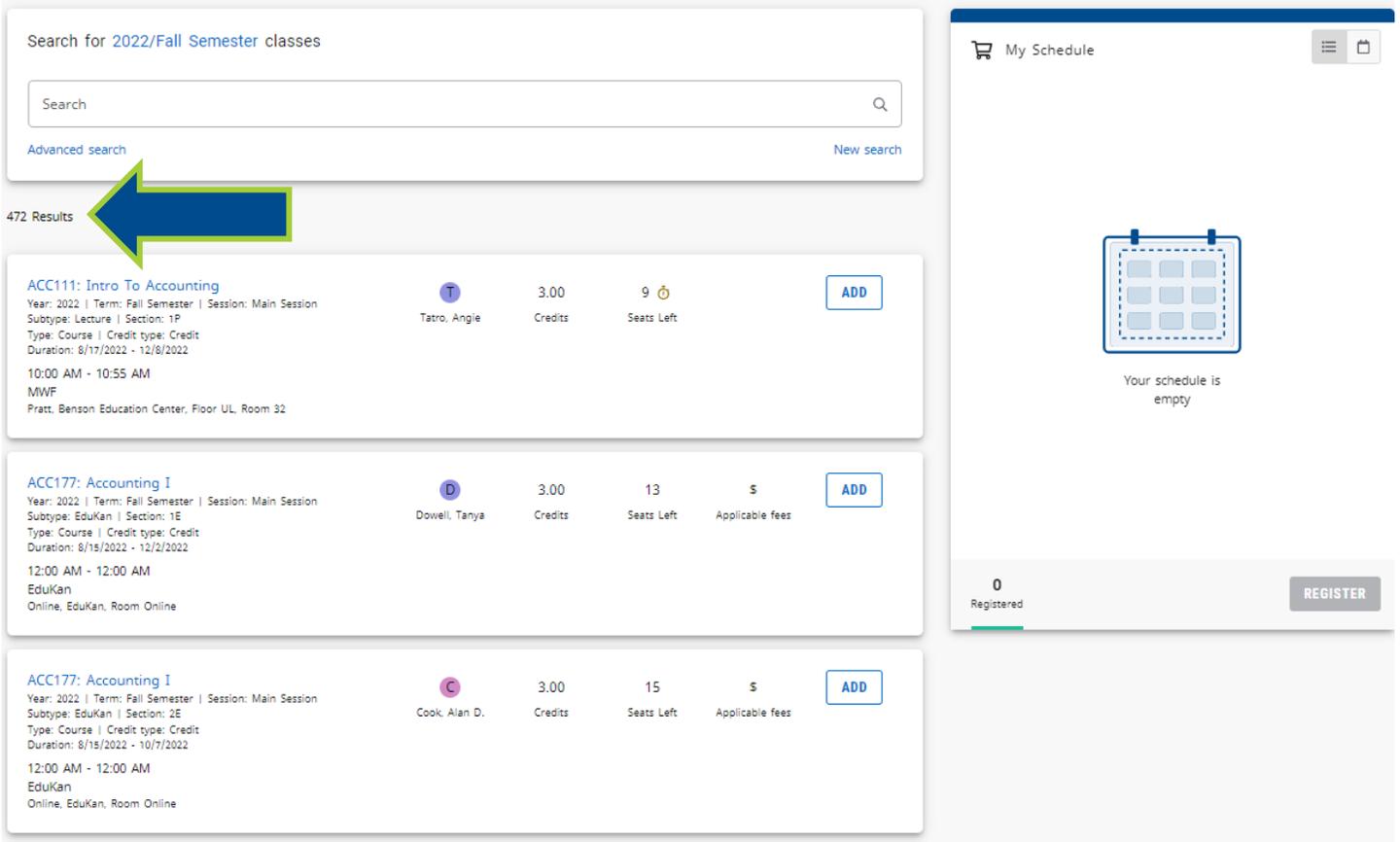
- Select...
- Select...
- AnthonyHarper
- Attica
- Cunningham
- Kingman
- Kiowa County
- Macksville
- Medicine Lodge
- Online
- Pratt Community Coll
- Pratt High School
- Skyline High School

**\*\* IF YOU ARE TAKING COURSE ON PrattCC's CAMPUS OR VIA AN ONLINE PLATFORM (PrattOnline or EduKan), PROCEED TO NEXT STEP \*\***

7) In order to see course options that are being taught in-person on the PrattCC campus, via our internal PrattOnline, or through EduKan, select “Pratt Community Coll” from the drop-down list under the “College” Section.



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><b>COM276: Public Speaking</b>          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>Seats Left</p>		<p>ADD</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><b>COM276: Public Speaking</b>          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>	
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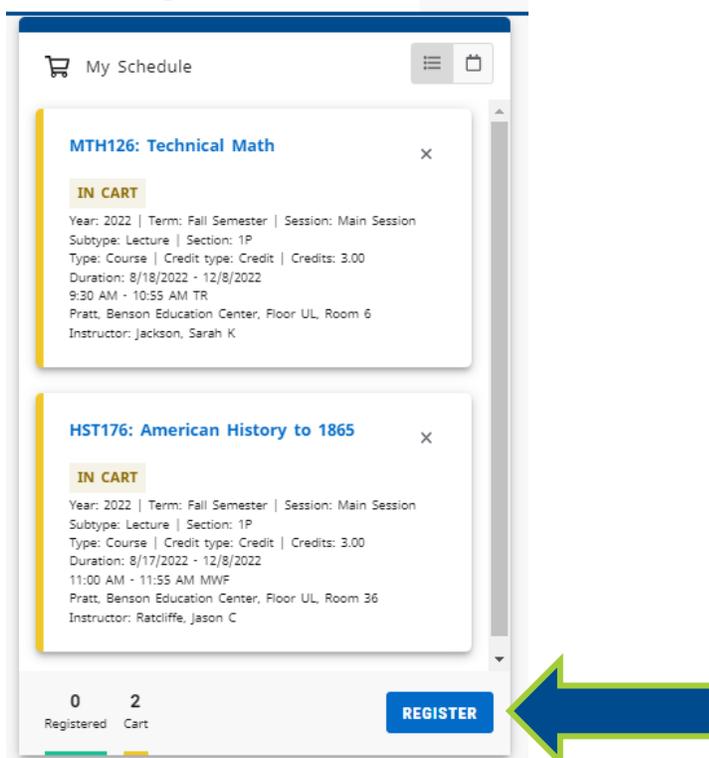
<p><b>COM276: Public Speaking</b>          Year: 2022   Term: Fall Semester            Session: Main Session          Subtype: Pratt Online   Section: 1E          Type: Course   Credit type: Credit          Duration: 8/24/2022 - 12/8/2022</p> <p>12:00 AM - 12:00 AM          PCC Online          Online, 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><b>COM276: Public Speaking</b>          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>
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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](http://www.edukan.edu).

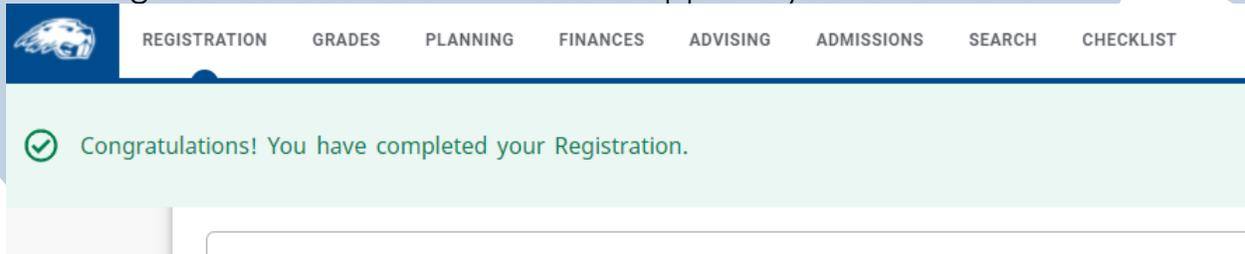
## FURTHER EDUKAN ACCOUNT CREATION AND EDUKAN CLASS ENROLLMENT INSTRUCTIONS ARE AT THE END OF THIS INSTRUCTION MANUAL

- 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.



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- 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.



- 13) Be sure to communicate with your Guidance Counselor to make sure they are aware you have a schedule request pending!

The Next two sections of this instruction's manual provide the steps for logging into your Pratt Community College specific student accounts, including your Pratt Community College email and Self Service, and the instructions to follow to create an EduKan account in order to enroll properly into EduKan Online classes.

PLEASE REACH OUT TO **LISA STINSON** OR TO THE ADMISSIONS OFFICE IF YOU HAVE ANY TROUBLE GAINING ACCESS AND ENROLLING FOR YOUR CLASSES.

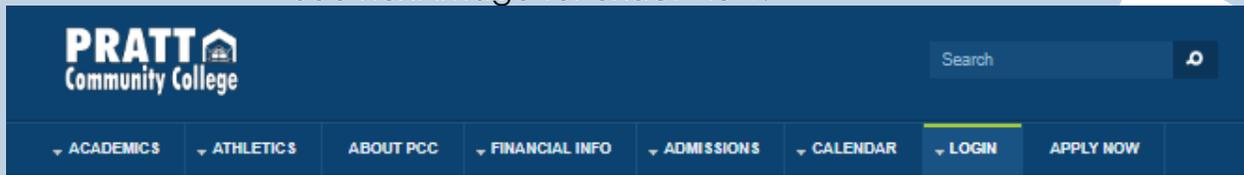
Lisa Stinson can be reached at (620)450-2171 or by email at [lisas@prattcc.edu](mailto:lisas@prattcc.edu)

# 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](mailto: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](http://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](mailto: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

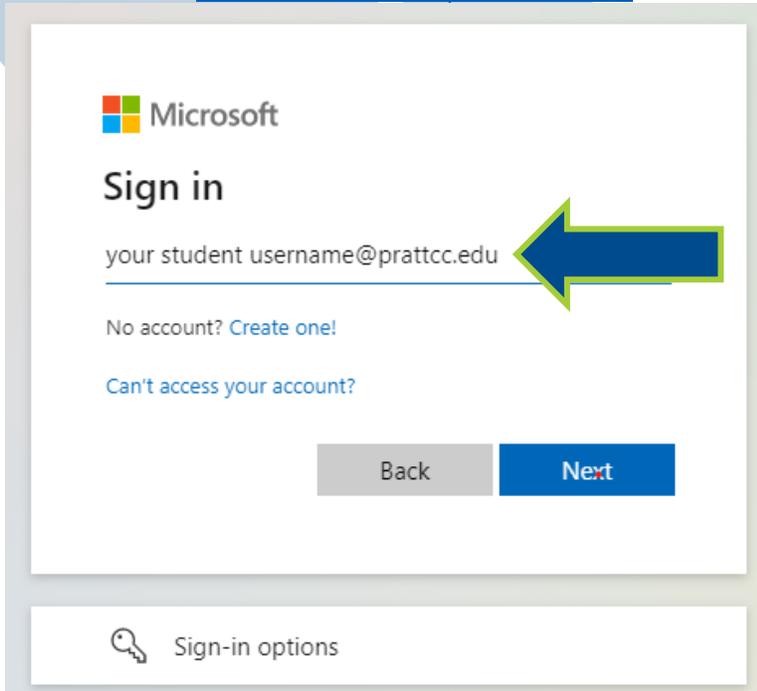
- > Beaver Building Day Registration
- > Kansas Promise Scholarship
- > Schedule a Tour
  - > Virtual & Video Tour
- > 2022-2023 Learning Calendar (pdf)
- > 2022-2023 Final Exam Schedule
- > Bookstore
- > Change of Information Form
- > Class Schedules
- > College Catalog
- > Degree Audit Form Request
- > 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

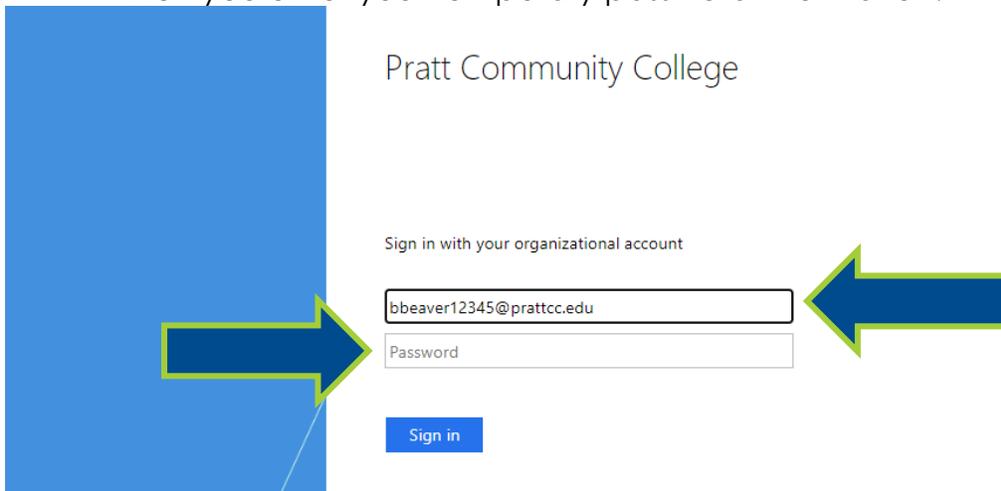
- > Advising
- > Alumni and Foundation
- > Bookstore
- > Club 62
- > College Health
- > College Start - Concurrent Enrollment
- > Financial Aid
- > Linda Hunt Memorial Library
- > Registrar
- > Residence Life
- > Student Life
- > Student Success Center



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](mailto:bbeaver12345@prattcc.edu)

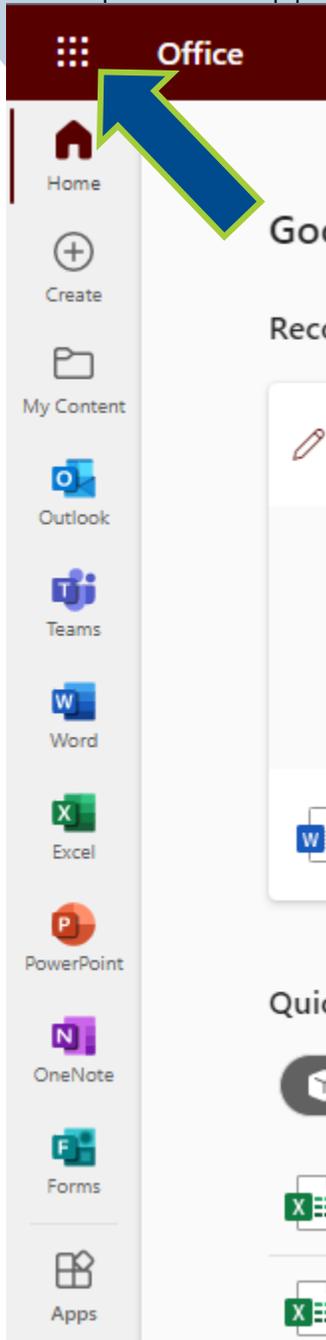


4. Once you type in your Pratt Community College email address, you will be redirected to the Pratt Community College authentication page (seen below). Your email address should prepopulate for you. This is the page on which you enter your temporary password information.

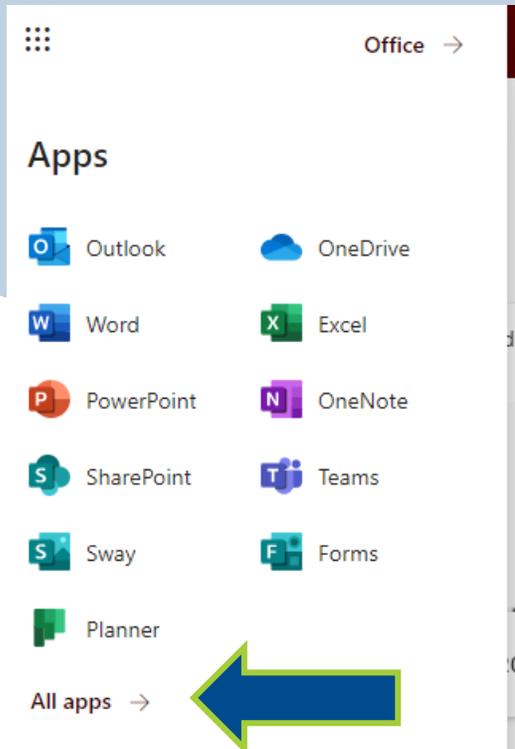


- a. It is best to COPY & PASTE your temporary student password from the original email directly into the provided field, ensuring you **DO NOT** copy the space before or after the password.

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](mailto: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

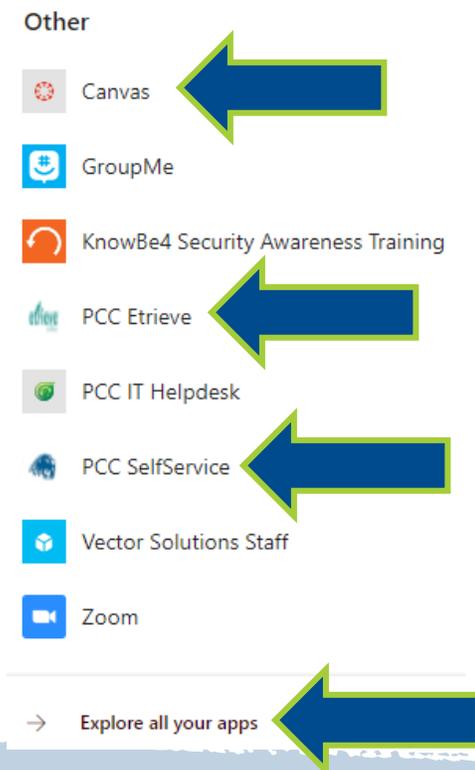


7. When you click on the icon of 9 dots in the upper left-hand corner, you will see this view:

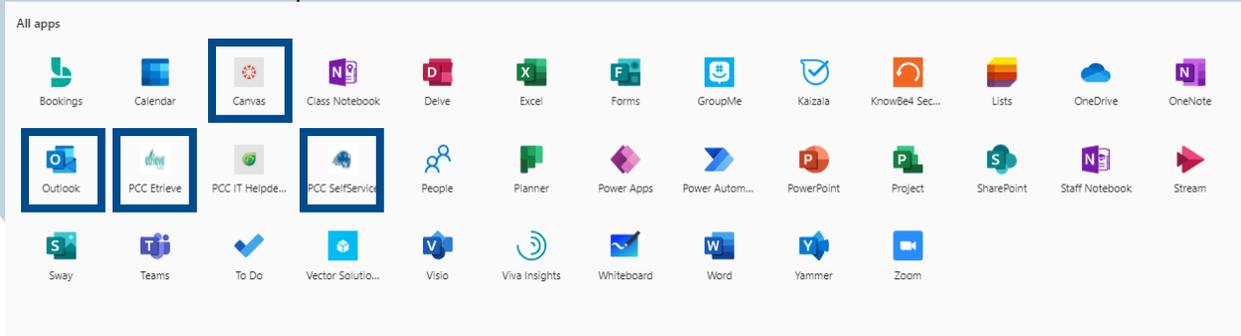


- a. If Icons for Canvas, PCC Etrieve (also called Ecentral), and PCC SelfService are not visible, follow the "All Apps" link at the bottom. If you can already see the icons, proceed to step 10.

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

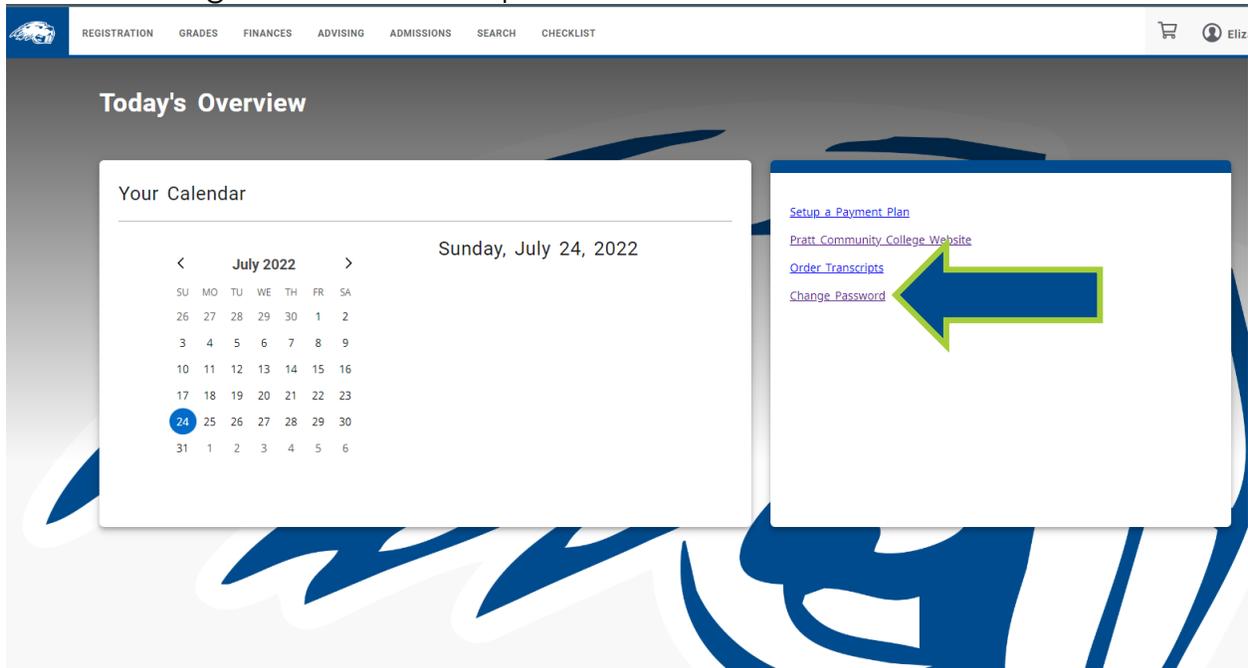


- a. PCC Etrieve, also called Ecentral, is the electronic documentation portal used by Pratt Community College's Admission and Registrar Office. In the event that you ever need to drop a course, this portal has the Add/Drop form you would need to submit.
- b. PCC SelfService is the primary student account. 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.

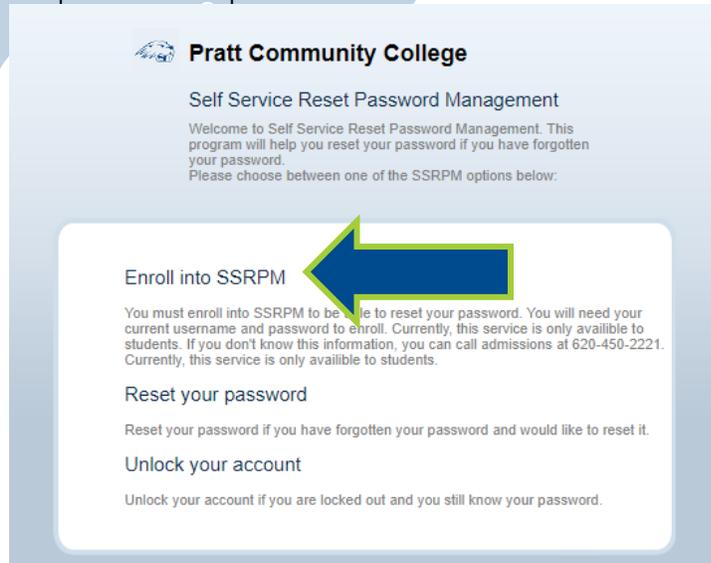
Once you are signed into the SelfService account platform, click on the “Change Password” link option shown below.



The screenshot displays 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, Sunday, July 24, 2022, is highlighted. 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:  
lbeaver@personalemail.com

Mobile Phone Number:  
6206552107

Back Continue

SSRPM is powered by Totipoint

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:  
\*\*\*\*\*

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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](mailto: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](http://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](mailto: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](mailto: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.  
CONTINUE TO FIND EDUKAN  
INSTRUCTIONS BELOW\*\*\*



## Online Course Add/Drop/Withdraw Instructions

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

1. Go to [www.edukan.edu](http://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](http://www.edukan.edu)
6. To see what courses are available and go to the EduKan homepage at [www.edukan.edu](http://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](http://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](mailto:registrar@prattcc.edu). Please list the course(s) from which you wish to be withdrawn.



