



Pratt Community College “College Start” Login Instructions

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

Pratt Community College provides every student with access to:

- **Microsoft 365 Portal** which includes your PCC Email (Outlook) and Microsoft suite, including OneDrive storage, Word, PowerPoint, Excel, etc.
- **Self-Service** is the primary student portal used to access important information such as your class schedule, textbook information, your unofficial transcript, billing information, check your grades, and enroll in your courses.
- **Etrieve** is the electronic document system used mainly by our traditional college students for housing, financial aid, etc. but also where you will initially fill out the FERPA Form and TB Screening form if taking in-person classes.
- **Canvas** app is used by students to access online coursework and is also utilized by many instructors in their in-person classes. It serves as the primary platform for all Pratt Online courses.

MICROSOFT 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 Pratt Community College Login". 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, open the Pratt Community College main webpage, prattcc.edu, hover your mouse over the "LOGIN" tab found in the upper right-hand corner of the webpage and select the "STUDENT" link in the drop-down menu.



3. Following the Microsoft 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 screenshot of the Microsoft Sign in page. The Microsoft logo is at the top left. Below it, the text "Sign in" is displayed. A text input field contains the placeholder "your student username@prattcc.edu". A large blue arrow with a green outline points to this field. Below the input field are links for "No account? Create one!" and "Can't access your account?". At the bottom are "Back" and "Next" buttons. A "Sign-in options" section is visible at the very bottom.

If you have any other Microsoft account, click on your initials in the lower left-hand corner and you will need to either log out of it completely or choose "Sign in with a different account" to access your PCC account.

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.

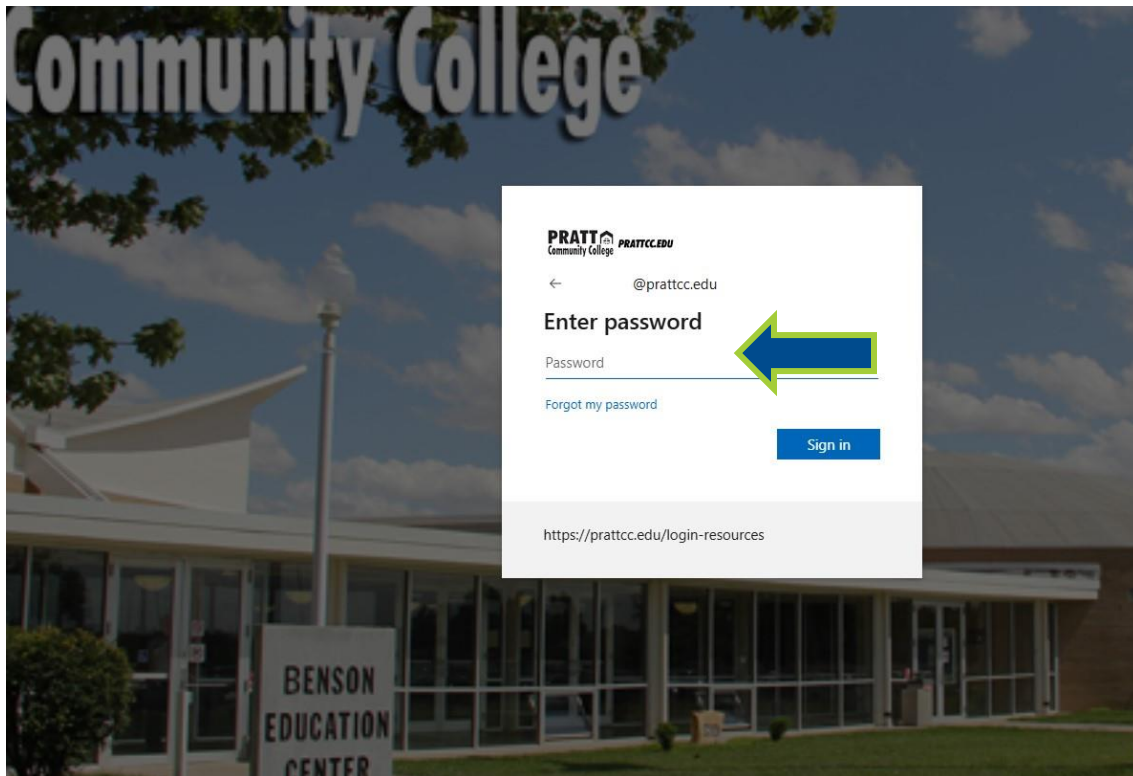
First Name: Bucky

Last Name: Beaver

Student ID: 000211111

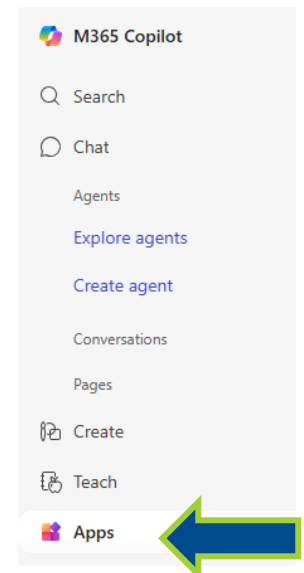
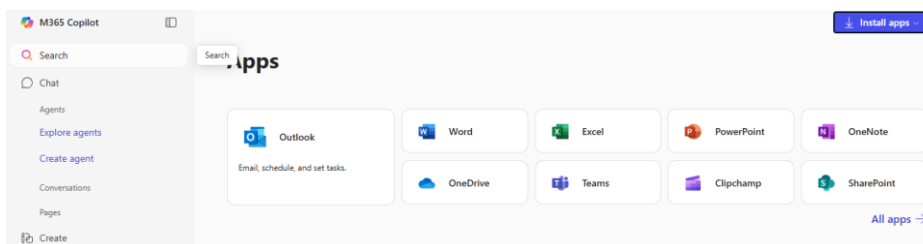
Username: BBeaver11111

- Once you type in your Pratt Community College email address, you will be redirected to the Pratt Community College authentication page (image 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 password from the original email directly into the provided field, ensuring you **DO NOT copy the space before or after the password. These passwords are always 8 characters.**

- 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.
- You will be required the very first time that you log in to verify your account with a Multi-Factor Authentication. This is a one-time security set up. MFA instructions can be found here: [Setting Up MFA](#)
- Once your Microsoft 365 portal loads, click on Apps found at the bottom of the menu on the left, to access the many provided apps available to you as a PCC student. (see picture at right)
- A list of Microsoft apps will show across the top. You may need to scroll down to a section labeled "Other Apps" to find the needed important icons for PCC Etrieve, and PCC Self-Service.



PASSWORD CHANGE INSTRUCTIONS:

Changing your password in Microsoft 365 is a straightforward process. Here are the steps:

1. Sign in to Microsoft 365:

- Go to the [Microsoft 365 sign-in page](#).
- Enter your email address and click **Next**.
- Enter your current password and click **Sign in**.

2. Access Account Settings:

- Once signed in, click on your initials in the lower left-hand corner of the screen. (You will not be able to do this until you have gone through the MFA process.)
- Select **View account** from the menu.

3. Change Your Password:

- Find the "Change password" section and follow those instructions

After following these steps, your Microsoft 365 password will be successfully changed. Ensure you update your password on all devices and applications where your Microsoft 365 account is used.