



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 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, view attendance and search courses.
- **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 Pratt Online courses.
- **Etrieve** is the electronic document system used mainly by our traditional college students for housing, financial aid, etc.

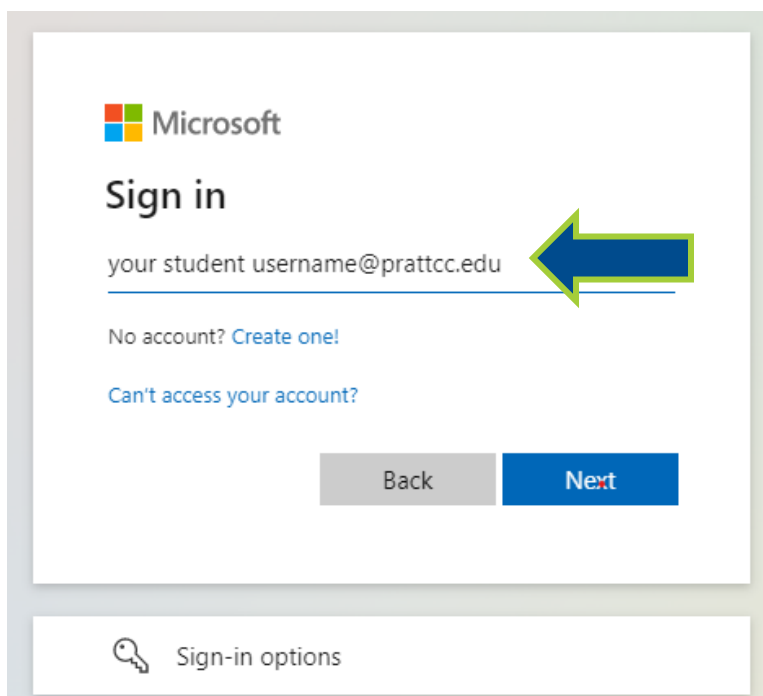
MICROSOFT 365 LOGIN INSTRUCTIONS:

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.

****Note** – all screenshots below are done on a computer. It will look different if you are using a phone.



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. If you have any other Microsoft account, click on your initials in the upper right-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

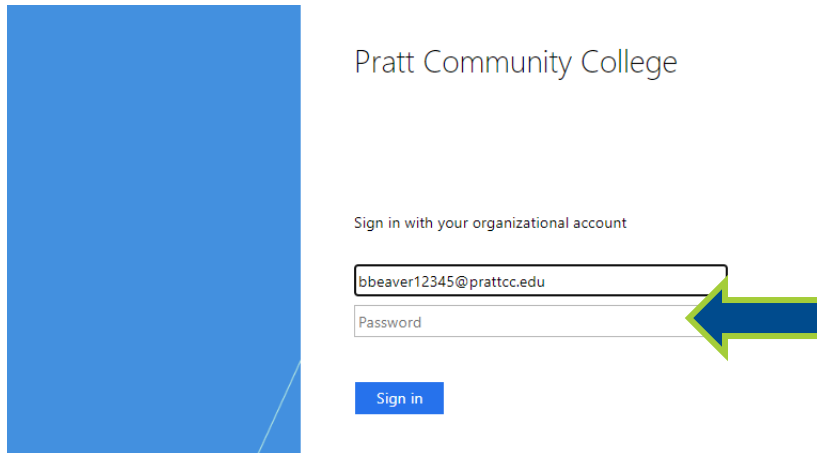
Last Name: Beaver

Student ID: 000211111

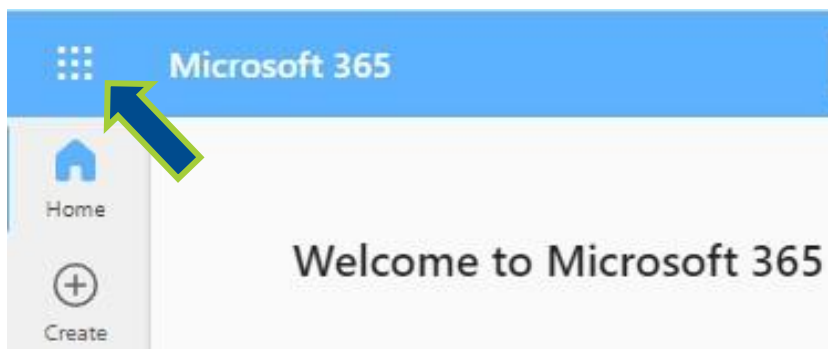
Username: BBeaver11111

- 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 temporary student password from the original email directly into the provided field, ensuring you **DO NOT copy the space before or after the password.**

The image shows the Pratt Community College authentication page. On the left is a large blue rectangular area. To its right, the text "Pratt Community College" is displayed. Below this, the instruction "Sign in with your organizational account" is shown. There are two input fields: the first contains the email address "bbeaver12345@prattcc.edu", and the second is labeled "Password". A blue arrow points to the password field. Below the fields is a blue "Sign in" button.

- 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, you can use the App Launcher found in the far upper left-hand corner of the webpage (image below), to access the many provided apps available to you as a PCC student.

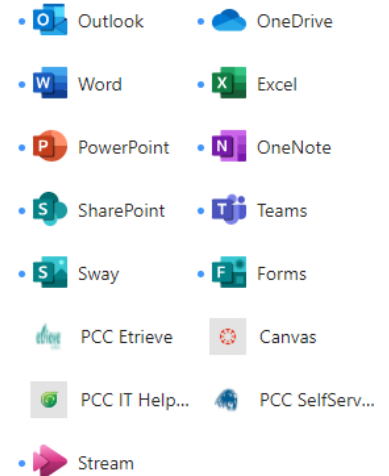


8. When you click on the icon of 9 dots in the upper left-hand corner, you will see this view to the right with the most commonly used apps. If icons for Canvas, PCC Etrieve and PCC Self-Service are not visible, follow the “Explore all your Apps” link at the bottom. If you can already see the icons, proceed to step 9.



Microsoft 365 →

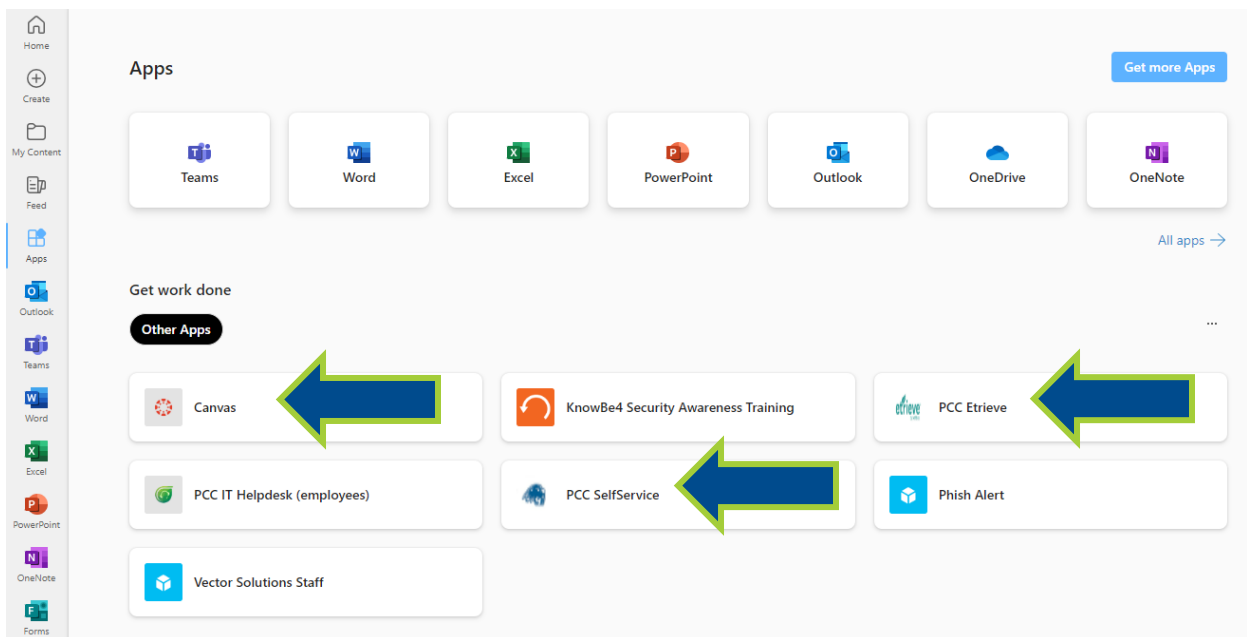
Apps



[Explore all your Apps](#) →



9. 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 Canvas, PCC Etrieve, and PCC Self-Service (image below).



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 profile picture or initials in the upper-right corner of the screen.
- Select **View account** from the dropdown menu.

3. Change Your Password:

- In the account settings page, look for the **Password** option, usually found under the **Security & privacy** section.
- Click on **Password**.

4. Enter Current and New Passwords:

- You will be prompted to enter your current password.
- After that, enter your new password.
- Confirm the new password by entering it again.
- Make sure your new password meets the security requirements (e.g., minimum length, complexity, etc.).

5. Save Changes:

- Click **Submit** or **Save** to finalize the password change.

6. Verification (if prompted):

- You may be asked to verify your identity through a secondary method (e.g., a code sent to your email or phone).

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.