

Self-Service Basic Student Instructions

Logging In to Self -Service after your account has been created

1. Go to PCC Website www.prattcc.edu and click the Self Service tab or type in the following web address <http://selfservice.prattcc.edu>
2. Enter **User Name** and **Password**. If you cannot remember your login follow the instructions below.
3. Select **Log In**.

Forgot Your Password

1. On the Self Service Home Page, select **Forgot My Password**.
2. Enter **User Name** (first initial of your first name + last name. e.g. tsmith)
3. Select **Submit**.
4. Read your **Security Question** and enter your **Security Answer**.
5. Select **Submit**.
6. You will receive a confirmation message which states that your password has been updated and e-mailed to you.
7. Log into your personal email and retrieve the email message which lists your new Self-Service password.
8. On the Forgot My Password page, select **Log In**.
9. Enter your **User Name** and your new Self-Service **Password** EXACTLY as it appears in the email.
10. Select **Log In**
11. You will be prompted to create your own password.
 - a. Current Password - Enter the Self-Service password EXACTLY as it appears in the email that was sent to you
 - b. Create your own password. Make sure it is easy to remember, it must contain 7 to 16 characters in must include upper and lower case letters, a number and at least one special character like !, @, #, \$, %, &.
12. Select **Update**.
13. You will receive a confirmation message that states your password has been changed.
14. Select **Go to the Self-Service Home Page**.

Update your Email Address

1. Select the **My Profile** tab
2. Select the **Account Information** Menu item
3. On the Account Information page you can view your user account information and update your **Email Address**.
4. Select **Save** to record your changes.

Change Your Password

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Password** option.
4. On the Change Password page
 - Enter your currently password
 Enter your new password. Make sure it is easy to remember, it must contain 7 to 16 characters in must include upper and lower case letters, a number and at least one special character like !, @, #, \$, %, &.
5. Select **Save** to record your new password information.

Change Your Security Question

1. Select the **My Profile** tab
2. Select the **Account Information** Menu item
3. Select the **Security Question** option.
4. On the Change Security Question page, enter your **Password**
5. Select your **New Security Question**
6. Enter your **New Security Answer**.
7. Select **Save** to record your changes.

Update your Ethnicity and Race Information

1. Select the **My Profile** tab
2. Select the **Ethnicity and Race** menu item.
3. Specify whether you are of **Hispanic or Latino** ethnicity or descent.
4. Select one or more of the races for which you identify yourself.
5. Select **Save** to Record your changes

Update your Address Information

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your Current Preferred address.
4. Select **Add Address**.
5. Enter the new information for the new address
6. Select **Save**. The status of your new address will be listed as Pending on the Manage Address page.

Registering for Traditional Courses

1. Select the **Register** tab.
2. Select the **Traditional Courses** menu item.
3. Select the **Period** for which you want to register.
 - a. If the status to the right of the period is **OK to register**, select the **Period** and continue with the registration process.
 - b. If the status for the period is **NOT OK to register**, you are not authorized to register and you will need to contact your advisor.
4. Select **Section Search**.
 - Enter your search criteria and select **Search** for the course you want to take
 - Find the course you want to take and add the course to your cart.
 - Continue searching for courses you want to take and adding them to your cart until your schedule is complete
5. Verify the List of Courses in Your Cart select **View Cart**.
 - As necessary, you can update the list of courses in your cart. You can **add or remove section** and **empty your cart**.
6. View your Class Schedule, select **View Schedule**
 - View your schedule with the course sections that are in your cart as well as those for which you are already registered or are on the waitlist for.
 - When you are finished, select **Close Window**
7. Register courses in your cart, select **Registration** or from your cart select **Register**.
 - If the course list is correct, select **Next**.
 - On the Finalize Registration page you can review the list of courses and the current status of each course, select **Next**.
 - Select **Finish**, to complete the registration process

Viewing Your Class Schedule

1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Select **Student Schedule** on left pane.
4. Choose to view your schedule in a **Text** list, or within a calendar **Grid**.
 - **Text** displays all the course details, including the course title and instructor's name, time, beginning and end date of course.
 - **Grid** shows courses on a calendar for the week. The grid will display the course number, building name and room number.

Accessing a Course Home Page

1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Choose to view your schedule in a **Text** list.
4. In the list of courses, find the course you want to access and Course Home Page
Under the information about the course, select **Go to Course Home Page** (If the *Course Home Page* is not available at this time, this link will not be displayed.)

Viewing Your Activity Grades

After you have submitted a course activity and your instructor has posted your grade, you can view it on the Course Home Page.

1. If you are not already viewing the Course Home Page for the course section, follow these steps:
 - Select the **Classes** tab.
 - Select the **Schedule** menu item.
 - Choose to view your schedule in a **Text** list.
 - In the list of courses, find the registered course for which you want to access the Course Home Page.
 - Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)
2. On the **My Activities** Web part, view your numeric **Score** and letter **Grade** that have been posted for your submitted activities.

Viewing Your Attendance for a Course

1. If you are not already viewing the Course Home Page for the course section, follow these steps:
 - Select the **Classes** tab.
 - Select the **Schedule** menu item.
 - Choose to view your schedule in a **Text** list.
 - In the list of courses, find the registered course for which you want to access the Course Home Page.
 - Under the information about the registered course, select **Go to Course Home Page**. (If the *Course Home Page* is not available at this time, this link will not be displayed.)
1. On the **Attendance** Web part, view:
 - Attendance Record: Description:**
 - Absent** The number of class meetings that you missed and whether you had a valid excuse.
 - Tardy** The number of times you were late for class and whether you had a valid excuse.
 - Present** The number of class meetings that you attended.

Viewing Your Grade Report

You can display your grades for a specified year and term.

1. Select the **Grades** tab.
2. Select the **Grade Report** menu item.
3. Select the **Period** for which you want to view your grades.
4. View your grades for the specified period.
 - **Session** - The session in which you took the course
 - **Course** - The course code and type
 - **Name** - The course title.
 - **Credits** - The number of credits you've earned for completing the course.
 - **Quality Points** - The number of quality points you earned for completing the course. Quality points are used for calculating your Grade Point Average.
 - **Midterm Grade** - This column will appear with your midterm grade.
 - **Projected Grade** - If you have received a grade for at least one course activity, the system will calculate a real-time (to-date) grade considering:
 - ALL Graded activities will be used to calculate your projected grade for a course. No graded activities are dropped.
 - The system will display your projected Score for the course and the corresponding letter Grade.
 - Your projected grade will be listed UNTIL your final grade is submitted for the course.
 - **Final Grade** - Your final grade for the course.

Viewing Your Unofficial Transcript

You can display your complete academic history at this institution.

1. Select the **Grades** tab.
2. Select the **Unofficial Transcript** menu item.
3. View your unofficial transcript, which is sorted by academic year and term, and includes:
 - A list of degrees you have been awarded
 - A list of the honors and GPAs you have earned at other institutions
 - Your coursework, grades, and credits for each term you have attended this institution. If you have repeated a course, the **Grade** will appear within brackets.
 - Final Grade** Your final grade for the course.
 - Comments** Select **View** to display any comments that your instructor may have entered about your grade.
 - Field: Description:**
 - Credits Attempted** The number of credits for all the courses you have taken at this school.
 - Earned** The number of credits you have earned by completing courses with passing grades.
 - GPA Term** Your Grade Point Average for the specified term.
 - Overall** Your Grade Point Average for all the courses you have completed at this school.
 - Awards Term** The number of awards you have received during the specified term.
 - Overall** The number of awards you have received while attending this school.
4. If you want to print out a copy of your unofficial transcript, follow these steps:
 - Select **Print Transcript**.
 - Select **Print**.

****Please note: it is the student's responsibility to maintain a current e-mail address with the college.*

****Students will be responsible for any instructions, assignments, requests, etc. sent through e-mail. It is critical that PCC have a current e-mail address.*