# How-to Guide for EDUKAN Online

How to apply, add or drop classes, make payments, get books as needed, log in at semester term start and more!

Use this guide to get ahead online with our services. Questions? Visit EDUKAN.EDU for further help.
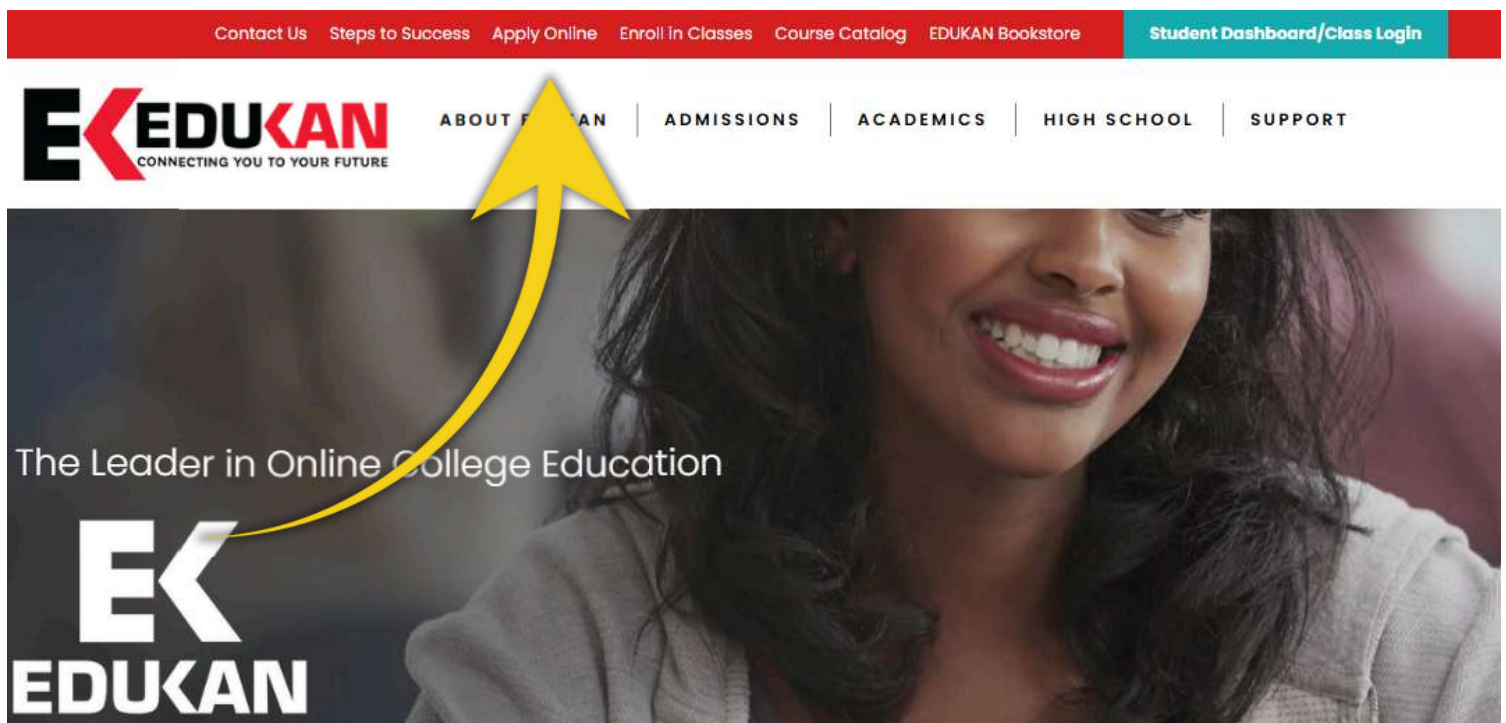
## Apply Online
### (No Application Fee)

## From the EDUKAN.EDU home page

- Click on **Apply Online** at the top of the page



- After clicking on **Apply Online** at the top of the page, it will take you directly to the application

# Completing your Application

- After completing your application, please wait up to 24 hours for it to be processed.

- Once your application is processed, you should receive a Welcome Letter from PCC Admissions

- Within 24 hours you should also receive <u>TWO</u> separate e-mails, one with a username and one with a password for your prattcc.edu Microsoft 365 account.

- If you still haven't received your Welcome Letter or your prattcc.edu username or password within 24 hours, please contact PCC Admissions at 620-450-2217 or pccadmissions@prattcc.edu

# Frequently Asked Questions
## How to Add or Drop Courses

**Once you receive your username and password for your prattcc.edu Microsoft 365 account**

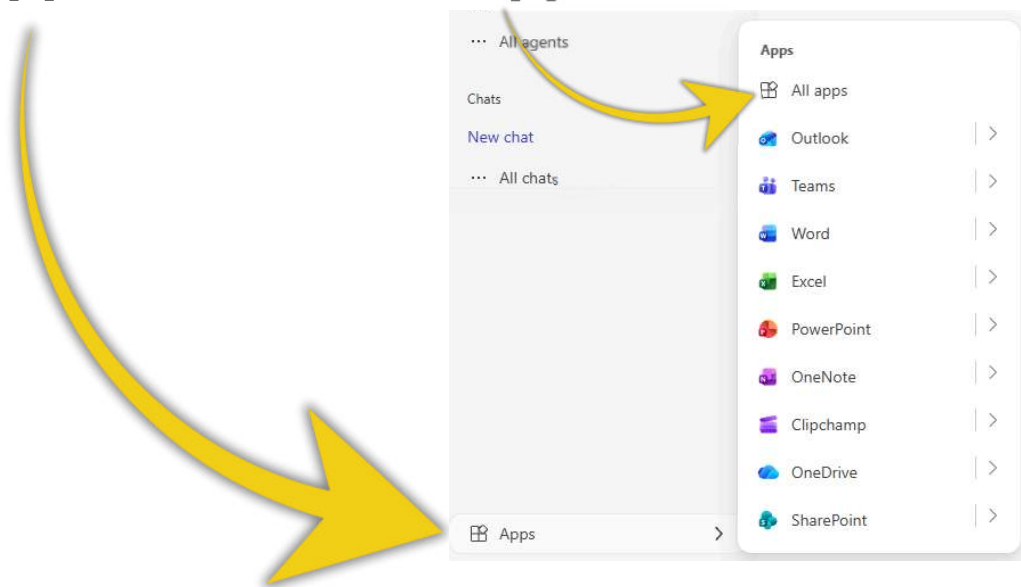- Go to prattcc.edu and hover over **Login**, then click **Student Login**
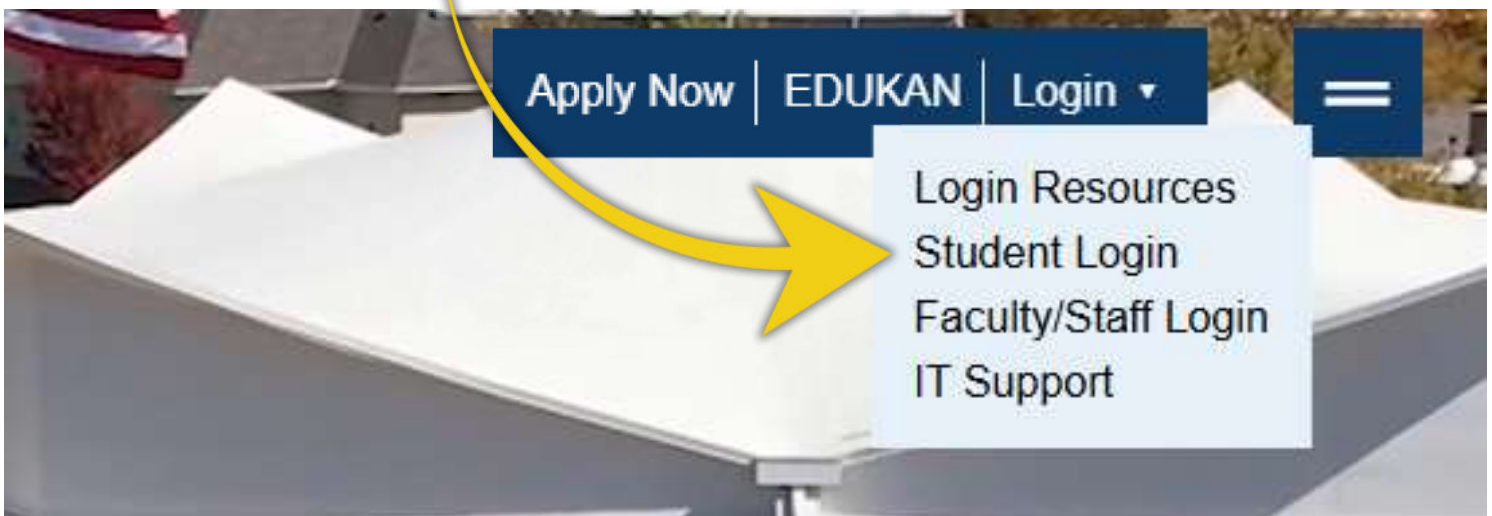


- Login to Microsoft 365 using your prattcc.edu username and password
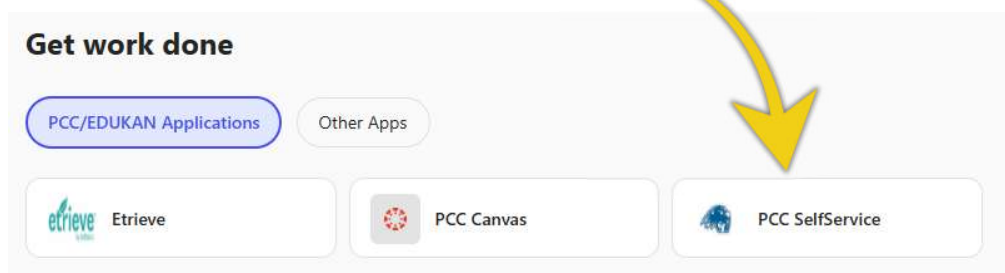
# Frequently Asked Questions
## How to Add or Drop Courses

**Once you log into your Microsoft 365 account using your prattcc.edu username and password**

- Go to **Apps**, then click **All apps**
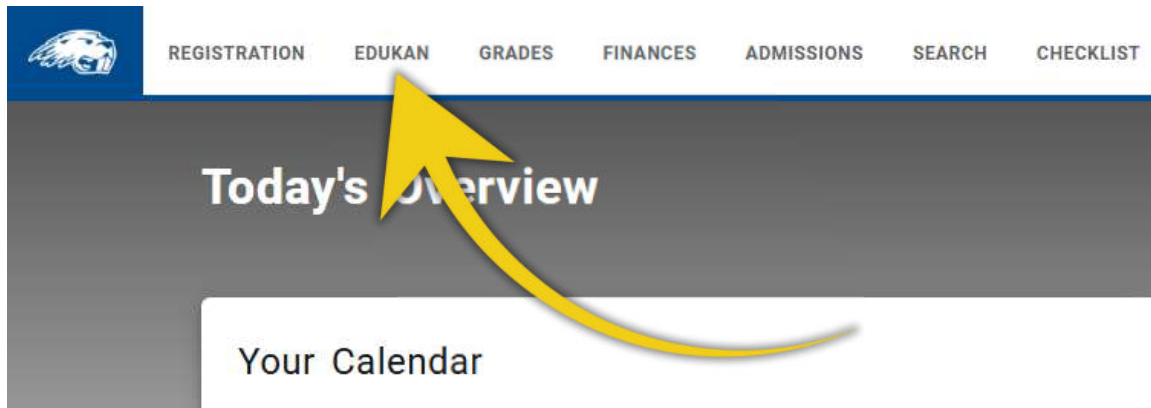


- Click on **PCC SelfService**
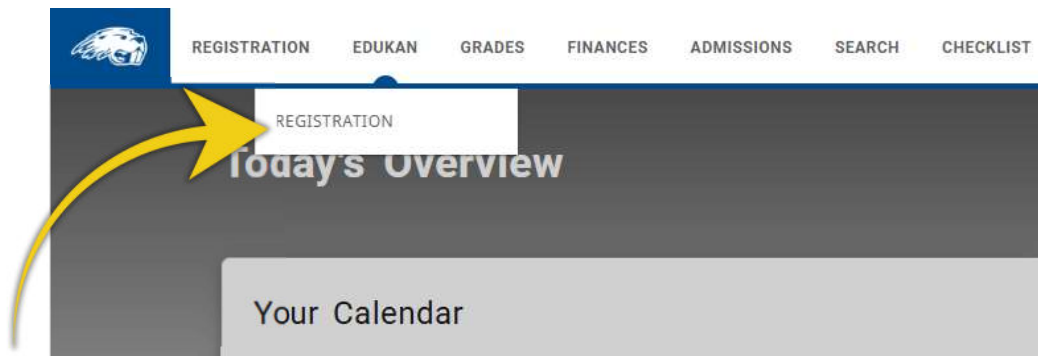
# Frequently Asked Questions
## How to Add Courses

### Once you are in PCC SelfService

- Hover over the **EDUKAN** tab at the top of the page



- Click on **Registration**



- Note: After adding courses to your cart, you may get "Advisor Authorization Needed." This means your Advisor needs to approve the course(s). If you need additional help, please contact the Student Success Center at 620-450-2156
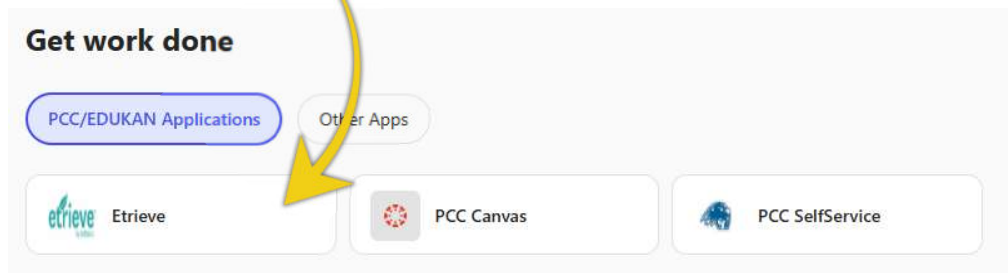
# Frequently Asked Questions

## How to Drop Courses

**Once you log into your Microsoft 365 account using your prattcc.edu username and password**

- Go to **Apps**, then click **All apps**
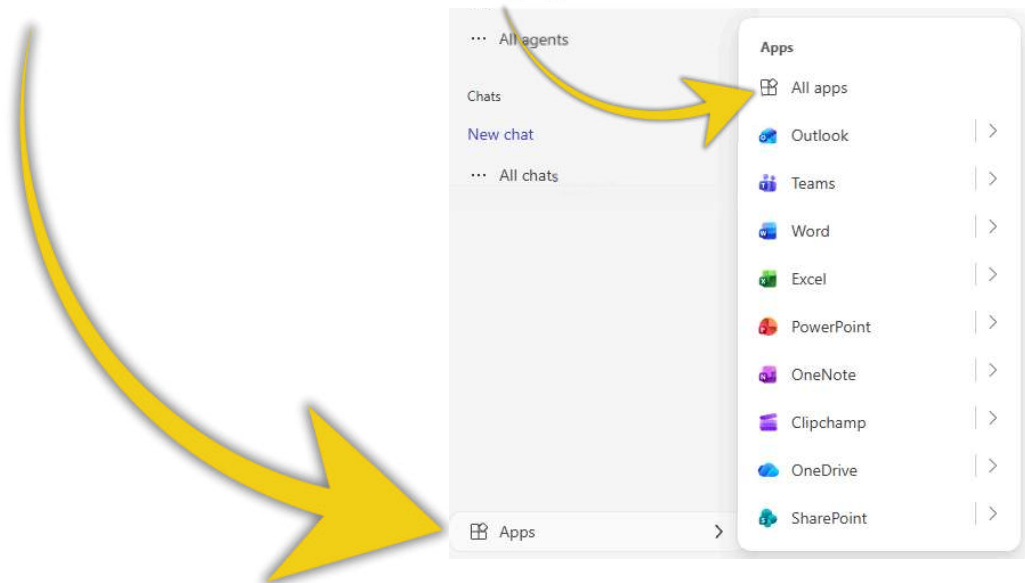


- Click on **Etrieve**



- Then fill out the **Change of Enrollment** form

# Frequently Asked Questions
## How to Make a Payment

### There are multiple payment options to choose from

1. **Pay in Full**
   - You can do this by calling the Business Office at 620-450-2143 to pay by debit or credit card over the phone, or by logging into your Microsoft 365 account using your prattcc.edu login information, then go to "Apps," and then "Self-Service" and click on "Make a payment." For questions, contact the Business Office at 620-450-2143 or BusinessOffice@prattcc.edu
2. **Set up a Payment Plan**
   - You can do this by logging into your Microsoft 365 account using your prattcc.edu login information, then go to "Apps," and then "Self-Service" and click on "Set up a payment plan." Payment plans require a $35 non-refundable application fee and a 33% down-payment. You will need to know your Student ID number and your total balance due. For questions, contact the Business Office at 620-450-2143 or BusinessOffice@prattcc.edu
3. **See if you Qualify for Financial Aid**
   - Start the FAFSA (Free Application for Federal Student Aid) for the academic year, available at www.studentaid.gov. Our school code is 001938. Questions? Contact Financial Aid at 620-450-2247 or finaid@prattcc.edu
4. **VA Benefits**
   - Contact the Registrar at 620-450-2221 or Registrar@prattcc.edu for more information.

Visit EDUKAN.EDU
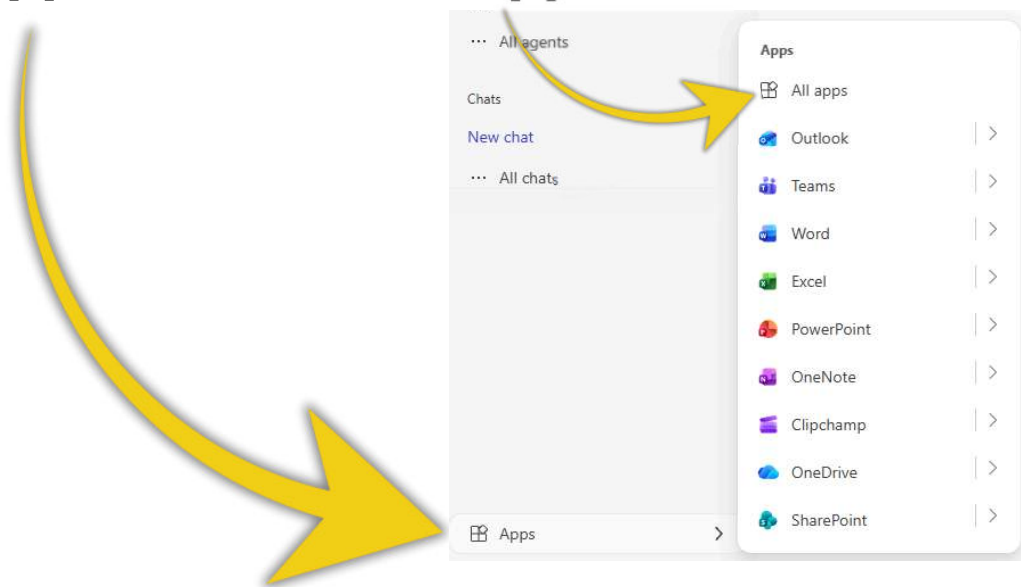to chat with us
or call (877) 433-8526

# Frequently Asked Questions
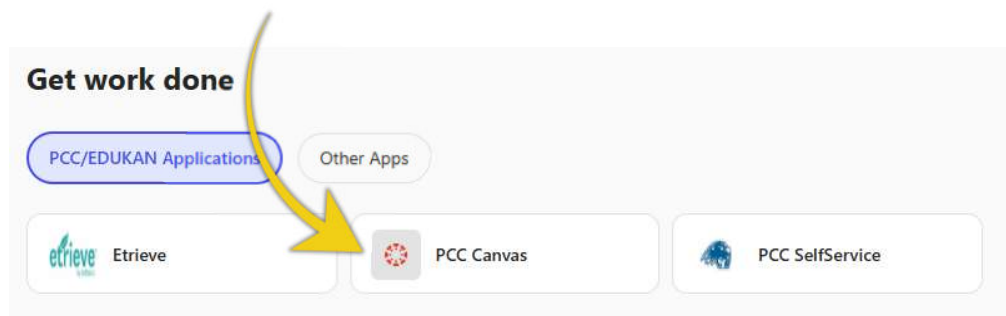## How to Access your Course
(You will have access to your course on the 1st day of the session)

**Once you log into your Microsoft 365 account using your prattcc.edu username and password**

- Go to **Apps**, then click **All apps**

- Click on **PCC Canvas**