



Center for Continuing & Professional Studies

<http://www.pratt.edu/ccps>

OneKey is your essential tool.

Use it to access many benefits at Pratt Institute, including registration services, computers and transcripts.

Benefits

- OneKey username and password lets you use my.pratt.edu, which has many features that are helpful to you: From the Pratt website, www.pratt.edu, choose my.pratt.edu. To enter my.pratt.edu, you need your OneKey username and password.
- Start computers in all open computer labs and to take any computer class.
- Check your @pratt.edu email and/or forward those emails to your preferred address.
- Use open computer labs for student assignments and access digital photo printers.
- Do course-based research on the most up-to-date software, Mac or PC!
- Visit Pratt Library services.
- Register and pay for classes using Instant Enrollment on a secure server.
- Pratt alumni and Senior Citizens receive a 10% discount off tuition.
- Purchase software through external providers and obtain discounts.
- Check your grades, request transcripts or obtain copies of registration receipts.

To get your OneKey username and password

Register online for non-credit courses through Instant Enrollment.

- Visit www.pratt.edu
- Click on my.pratt.edu and click the link again on the white fly-out box
- Click on the link for Instant Enrollment, CCPS
- Enter the course code in the Course Code field (PMPP 100 for example)
- You will be taken to the payment screens
- A receipt will be emailed to you upon successful registration.

Logins

Your username will be your first initial, followed by your last name, for no more than 8 characters total.

Passwords

Your initial password will be your student ID. Once in, you can change your password if desired.

Remember, once you register for a class, your login and password are mailed to your street address. Allow 24 hours for processing, so register early to guarantee yourself a seat and start using your benefits.

If you can't get in using the simple rules above, send an email to the helpdesk at helpdesk@pratt.edu, and give them your student ID number. They will send you back a way to get in.

How to use my.pratt.edu with your OneKey password

1) Access your Pratt email. You can change your Pratt email to bounce to your preferred email address. It is a good idea to check your Pratt email to receive useful announcements about new courses, certificate programs, and corporate training.

- Select your Pratt email to forward to another email address in this manner:
EMAIL.... OPTIONS.... DISPLAY PREFERENCES.... go to the box in the right hand corner at the bottom of the screen, that says, "forward email from Pratt account to...."

2) Search Academic Tools, find your grades online, pay tuition, and check your schedule.

3) For classes taking place in computer labs, your OneKey account information is necessary. For more information about OneKey credentials please see <https://onekey.pratt.edu> or visit <http://my.pratt.edu> and click the "Help & How-To" tab.

4) To update personal contact information through Instant Enrollment, please use the Address change form found on the Continuing Education menu after logging in.

Mission

- At CCPS, we are committed to serving the learning needs of diverse, non-traditional students, such as adults, youth, and alumni, in ways that:
 1. Enhance students' creativity, professional expertise, and networking opportunities in their chosen fields.
 2. Complement Pratt's regular program offerings.
 3. Are relevant to today's and tomorrow's world.
 4. Meet special scheduling needs such as through accelerated degrees (graduate and undergraduate), and evening- or weekend certificates (credit or non-credit). We also offer intensive immersion programs, such as summer college intensives; pre-college programs and services; and study abroad

programs; as well as stand-alone courses, workshops, and special events (non-credit). For further information please visit: http://prostudies.pratt.edu/about_us.html

Privacy

- Pratt Institute is a private education institution and does not share email addresses or any personal data with external resources.
- Instant Enrollment is a secure server – use this with confidence to pay for classes.

Contact Us

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