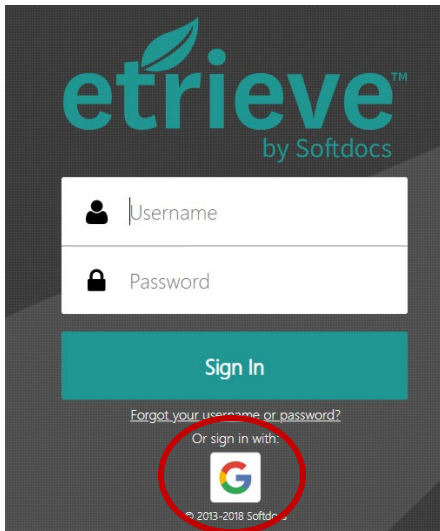


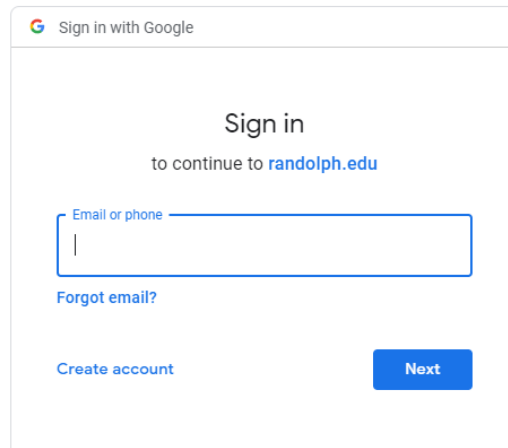
How to fill out a form on Etrieve

Step 1. Click sign in with Google



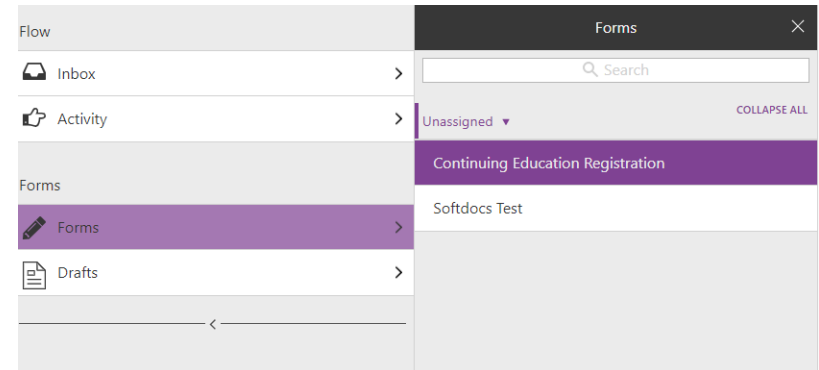
The image shows the Etrieve login interface. At the top, the logo reads "etrieve by Softdocs". Below the logo are two input fields: "Username" and "Password". A teal "Sign In" button is positioned below the password field. A link "Forgot your username or password?" is located below the "Sign In" button. At the bottom, there is a section "Or sign in with:" with a red circle highlighting the Google logo icon.

Step 2. Log in with your Gmail account.



The image shows the "Sign in with Google" screen. It features the Google logo and the text "Sign in to continue to randolph.edu". There is a text input field for "Email or phone" and a blue "Next" button. Below the input field is a link "Forgot email?". At the bottom left, there is a link "Create account".

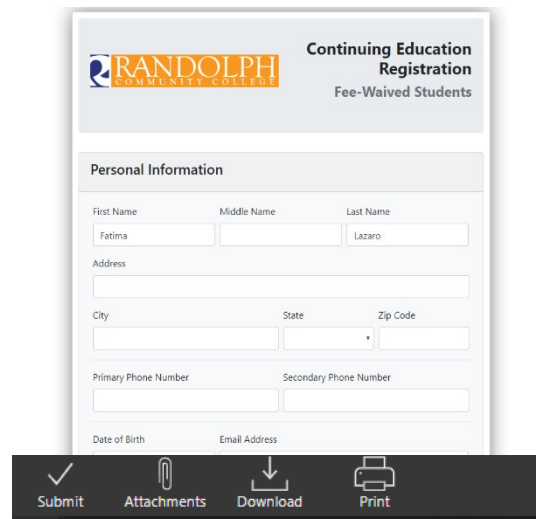
Step 3. Select forms and then Con Ed Registration form



The image shows a mobile application interface with a "Forms" panel open. The "Forms" panel has a search bar and a "COLLAPSE ALL" link. It lists "Continuing Education Registration" and "Softdocs Test". The "Forms" panel is highlighted in purple. The background shows a "Flow" menu with items like "Inbox", "Activity", "Forms", and "Drafts".

Step 4. Fill out form and submit.

Note: If you do not submit and exit out a draft will be saved and available to you next time you log in.



The image shows a "Continuing Education Registration" form for "Fee-Waived Students" at Randolph Community College. The form is titled "Personal Information" and contains several input fields: "First Name" (Fatima), "Middle Name", "Last Name" (Lazaro), "Address", "City", "State", "Zip Code", "Primary Phone Number", "Secondary Phone Number", "Date of Birth", and "Email Address". At the bottom, there is a navigation bar with icons for "Submit", "Attachments", "Download", and "Print".

To begin a form please [click here](#)