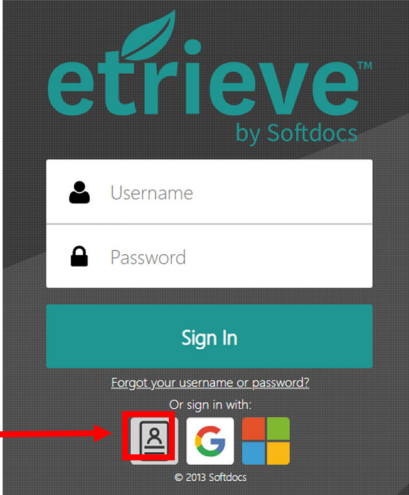


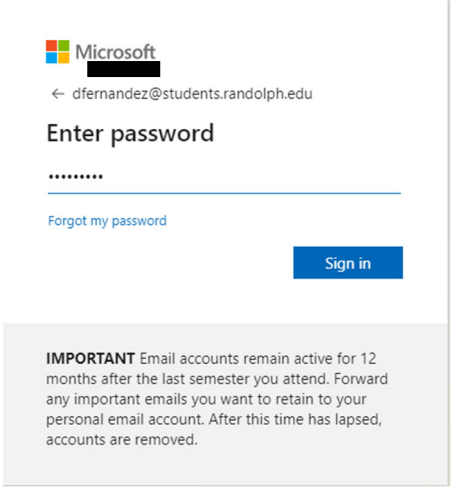
Etrieve Central (forms) – Students

Current student will access Etrieve thru the Azure AD link.

Enter your RCC username and password (ex. jcase@students.randolph.edu)

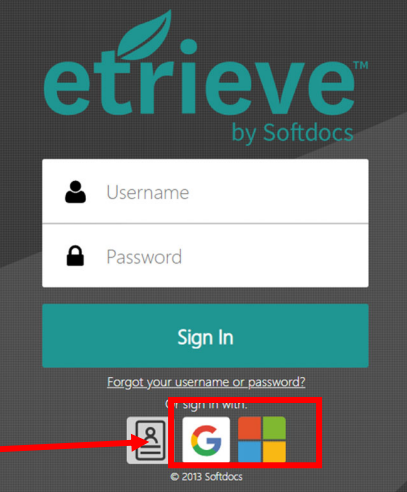


The screenshot shows the Etrieve Central login interface. At the top is the 'etrieve by Softdocs' logo. Below it are two input fields: 'Username' and 'Password'. A teal 'Sign In' button is positioned below the password field. Underneath the button, there is a link 'Forgot your username or password?' and the text 'Or sign in with:'. Below this text are three icons: a person icon (highlighted with a red box and a red arrow), the Google 'G' logo, and the Microsoft logo. At the bottom right, there is a copyright notice '© 2013 Softdocs'.



The screenshot shows the Microsoft login page. At the top is the Microsoft logo. Below it is the email address 'dfernandez@students.randolph.edu'. The text 'Enter password' is followed by a password input field with masked characters. Below the password field is a link 'Forgot my password'. A blue 'Sign in' button is located to the right of the password field. At the bottom, there is an 'IMPORTANT' notice: 'Email accounts remain active for 12 months after the last semester you attend. Forward any important emails you want to retain to your personal email account. After this time has lapsed, accounts are removed.'

If you are a prospective student, you can log in using your personal Gmail account or personal Microsoft Account by selecting the appropriate links.



The screenshot shows the Etrieve Central login interface for prospective students. It features the 'etrieve by Softdocs' logo, 'Username' and 'Password' input fields, and a teal 'Sign In' button. Below the button is a link 'Forgot your username or password?' and the text 'Or sign in with:'. Below this text are three icons: a person icon, the Google 'G' logo, and the Microsoft logo. A red box highlights these three icons, with a red arrow pointing to the person icon. At the bottom right, there is a copyright notice '© 2013 Softdocs'.

Quick Overview

Once you log in your screen will look similar to the one below.

Activity – Shows your recently submitted forms.

The screenshot displays the etrieve | CENTRAL web application interface. The left sidebar contains navigation options: Flow, Activity, Forms, and Drafts. The main content area is titled 'Forms' and features a search bar and a list of forms categorized by department. The 'Admissions\Registrar' department is selected, showing a list of forms including 'Make-Up of Assignment for Canceled Classes', 'Parental Affidavit Dependence & Request for Academic Info...', 'Placement Test Waiver Statement', 'Continuing Education/ Workforce Development', 'Continuing Education Registration', 'HRD Registration and Fee Waiver Verification Form', 'Student Success', 'Academic Success Plan', and 'Tutoring Request Form'. The 'Drafts' section is highlighted, indicating that drafts are automatically saved. A red box highlights the 'Student Success' department, with a note stating: 'The forms are separated by department (Admissions\Registrar, Continuing Education, Student Success etc.)'. A sample form titled 'Continuing Education Registration Fee-Waived Students' is shown on the right, featuring fields for Personal Information (First Name, Middle Name, Last Name, Address, City, State, Zip Code, Primary Phone Number, Secondary Phone Number, Date of Birth, Email Address, Gender, and Ethnicity).

etrieve | CENTRAL

Flow

Inbox

Activity

Forms

Drafts

Forms

Search

Admissions\Registrar

COLLAPSE ALL

Make-Up of Assignment for Canceled Classes

Parental Affidavit Dependence & Request for Academic Info...

Placement Test Waiver Statement

Continuing Education/ Workforce Development

Continuing Education Registration

HRD Registration and Fee Waiver Verification Form

Student Success

Academic Success Plan

Tutoring Request Form

Drafts- Etrieve will automatically save a draft of any unfinished form

The forms are separated by department (Admissions\Registrar, Continuing Education, Student Success etc.)

RANDOLPH COMMUNITY COLLEGE

Continuing Education Registration

Fee-Waived Students

Personal Information

First Name Middle Name Last Name

Fatima

Address

City State Zip Code

Primary Phone Number Secondary Phone Number

Date of Birth Email Address

Gender Ethnicity

Submit Attachments Download Print

<https://etcentral.primary.randolph.edu/#/form/43>

Filling out a form

1. Select Forms, then select the form you would like to fill out. The form is then displayed in the document viewer.

The screenshot shows the etrieve | CENTRAL interface. On the left, the 'Forms' menu is highlighted with a red circle. In the center, a list of forms is displayed, with 'Academic Success Plan' highlighted by a red circle. On the right, the 'Academic Success Plan' form is shown, featuring fields for Last Name, First Name, Middle Name, Student ID or Last 4 of SSN, Date of Birth, Telephone Number, Email Address, Semester, Cumulative Hours Attempted, Cumulative GPA, Financial Aid Status, Cumulative FA GPA, and Cumulative FA Completion Rate. The form is titled 'Academic Success Plan' and 'Office of Student Success'.

If the form has required fields it will highlight them in red if they have not been entered and will not let you submit the form.

This screenshot shows the 'Academic Success Plan' form with required fields highlighted in red. The fields include Last Name, First Name, Middle Name, Student ID or Last 4 of SSN, Date of Birth, Telephone Number, Email Address, Semester, Cumulative Hours Attempted, Cumulative GPA, Financial Aid Status, Cumulative FA GPA, and Cumulative FA Completion Rate. The form is titled 'Academic Success Plan' and 'Office of Student Success'. At the bottom, there is an 'APPOINTMENT' section with a red box indicating 'Form is not submittable Missing required fields'.

2. After you complete the form you have the 4 options in the bottom of the screen.

- a. Submit – Click to submit your form
- b. Attachments – You can add attachments to a form
- c. Download – downloads a pdf copy of the form.
- d. Print

As a student on academic probation, I recognize that changes in my habits and for my continued attendance at Randolph Community College. As part of my effort performance, I agree to actively follow this plan during the specified semester with

- ☐ Attain a 2.0 or higher GPA during the semester of this agreement.
- ☐ Submit the **Academic Success Midterm Report** form, which may be found by visiting https://www.randolph.edu/images/students/forms/academic_success_midterm_report.pdf to the Retention Specialist at the midpoint of the semester. If the anticipated registration hold will be removed prior to my next semester registration, I understand I will not be able to register for classes until the official registration period begins.
- ☐ Meet with my faculty advisor regarding Program of Study.

Submit Attachments Download Print

3. To attach a file, click on Attachments, then click on upload file, select the file you wish to upload. You will then see your document in the attachment window.

Please contact the Office of Financial Aid at financial.aid. Please visit www.randolph.edu/financialaid. Satisfactory, you MUST schedule an appointment.

Attachments CLOSE

Academic Success Plan - Draft.pdf 07-08-2020, 11:32 am

No Description

Upload File(s)

Submit Attachments Download Print