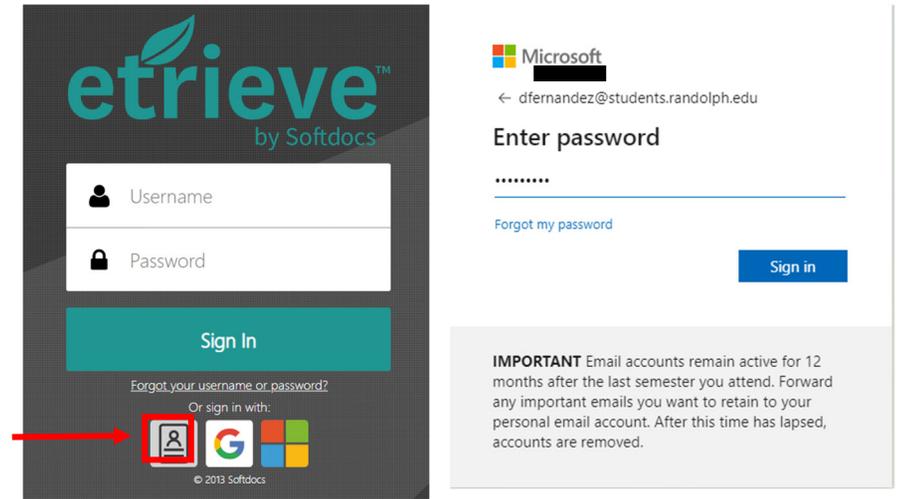


## Etrieve Central (forms) – Students

Current student will access Etrieve thru the Azure AD link.

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



Microsoft  
← dfernandez@students.randolph.edu

Enter password

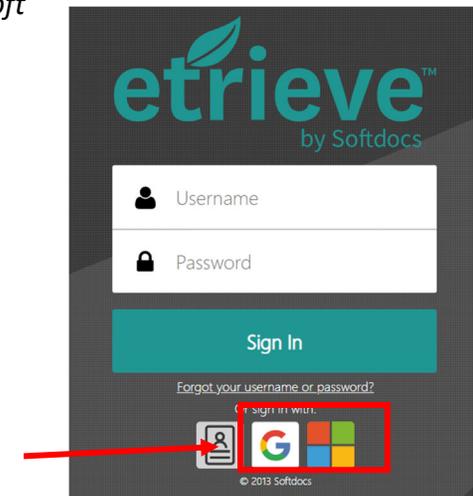
.....

[Forgot my password](#)

Sign in

**IMPORTANT** 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.*





## 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, a sidebar menu has 'Forms' highlighted with a red circle. The main content area shows a list of forms, with 'Academic Success Plan' also highlighted with a red circle. To the right, the 'Academic Success Plan' form is displayed in a document viewer. The form includes 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. A red box highlights the form's header and the first few fields.

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 several fields highlighted in red, indicating they are required and have not been filled out. These fields include the Student ID or Last 4 of SSN, Date of Birth, Telephone Number, Email Address, Semester, Cumulative Hours Attempted, and Cumulative GPA. Below the form, there is an 'AGREEMENT' section with a list of conditions. A red banner at the bottom right of the form states 'Form is not submittable Missing required fields'. The interface includes a 'Submit' button and a 'Print' button at the bottom.

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 for satisfactory performance, I agree to actively follow this plan during the specified semester w

- Attain a 2.0 or higher GPA during the semester of this agreement.
- Submit the **Academic Success Midterm Report** form, which may be visited by visiting [https://www.randolph.edu/images/students/forms/academic\\_s](https://www.randolph.edu/images/students/forms/academic_s) 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 date.
- Meet with my faculty advisor regarding Program of Study.



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.

