

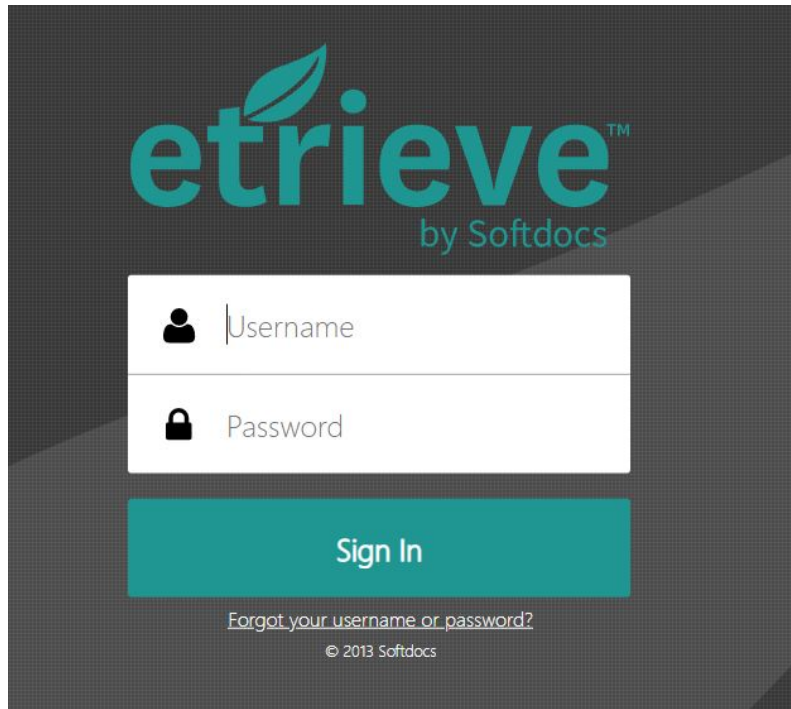
Instructions on How to Submit Forms in Etrieve Central

Go to www.rockinghamcc.edu

Click "MyRCCLogin"

Click "Etrieve Central" under the "Student" tab

You will be directed to the login screen.



etrieve™
by Softdocs

Username

Password

Sign In

[Forgot your username or password?](#)

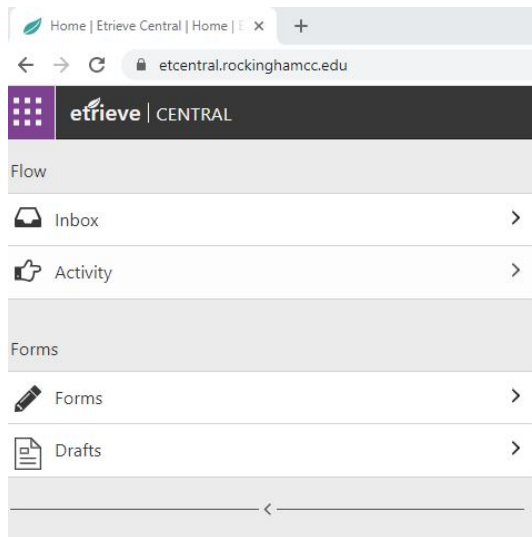
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Login using the following information:

Username: last name first initial and last four digits of ID # (ex. evansc1234)

Password: The password is the same as you use for your student email account.

Once users login, you will see the Etrieve Central Dashboard:



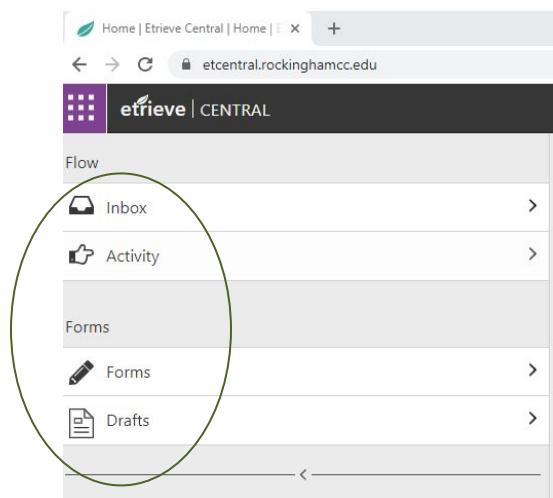
To give you a little tour, the Primary Navigation Panel is located on the left hand side of the page and consists of Flow and Forms, with sub-panels that contain available Flow and Forms options. Inbox, Activity, Forms, and Drafts.

Inbox – area where users can see items waiting to be reviewed and approved. A number will appear in the box when you have items waiting.

Activity – area where users can review the form activity

Forms – area where your forms assigned to you are located

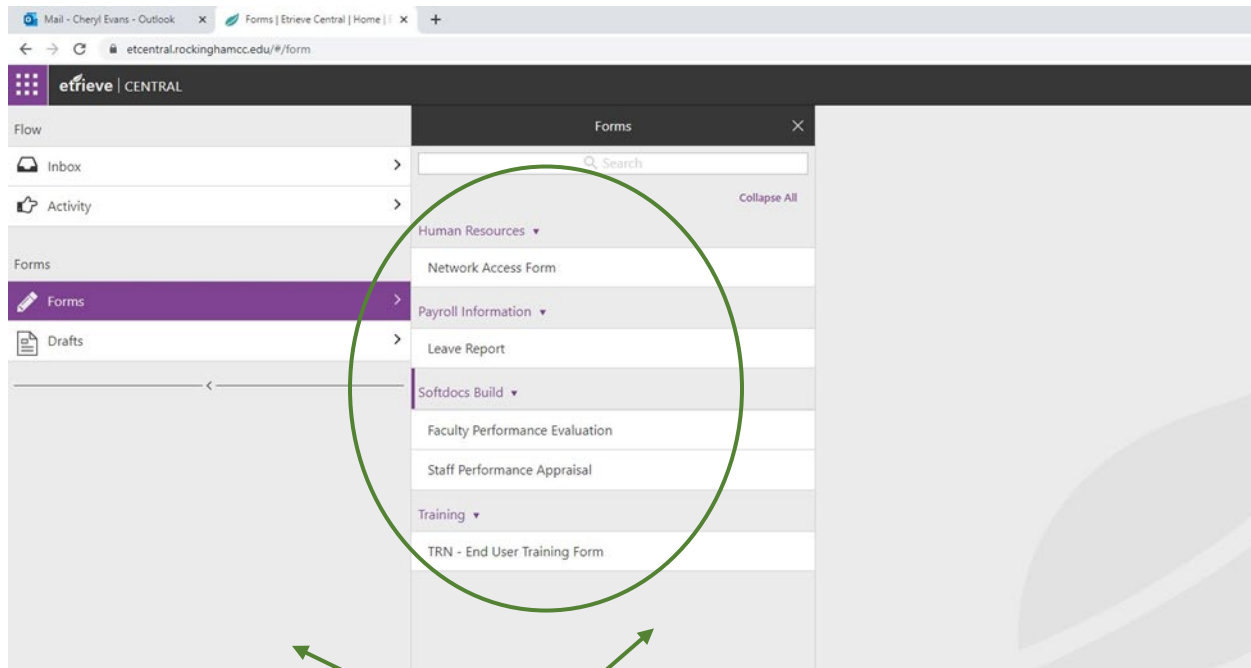
Drafts – area where forms are saved until routed



The Document Viewer displays when the user is working with on a form. To access the forms, you have permission to:

Click “Forms”

The window will expand to list the forms you have access to.



You will notice the screen divided into sections.

Under the “Records Office” you will see all of your student forms:

- Records Office ▾
- RO - Add/Drop/Withdrawal
- RO - Application for Graduation
- RO - Course Repeat Request
- RO - FERPA Consent to Cancel Release
- RO - FERPA Consent to Release
- RO - Name Change
- RO - Program Change
- RO - Requisite Waiver Request
- RO - Student Overload Approval

Click the form you want to submit and the form will populate on the right-hand side of the screen. (see example below)



Add/Drop/Withdrawal



[Click here for important Add/Drop/Withdrawal information.](#)

Date	Term	Year
<input type="text" value="08/14/2020"/>	<input type="text" value=""/>	<input type="text" value=""/>
Student Name	Student ID	
<input type="text" value="Cheryl Evans"/>	<input type="text" value="0075559"/>	
Program of Study	Advisor	
<input type="text" value=""/>	<input type="text" value=""/>	

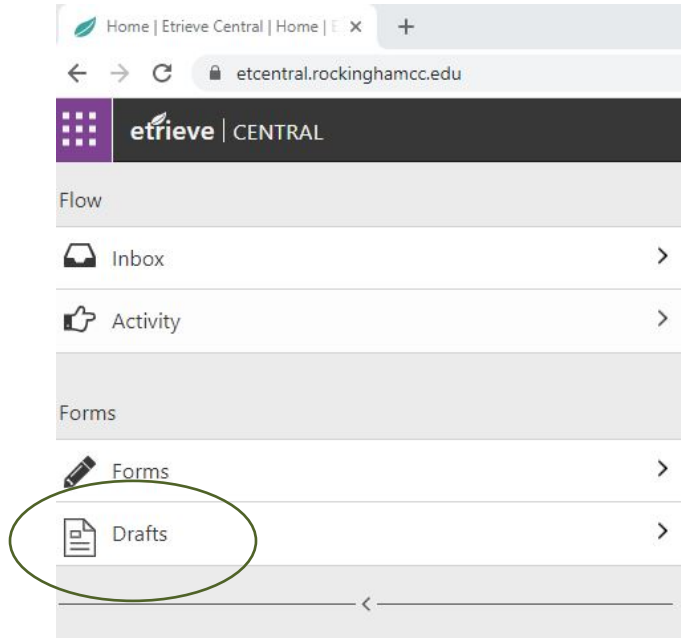
If you receive any financial assistance, verify the impact of adjusting your schedule prior to submitting this form.

RCC recommends students consult with their advisor prior to adjusting their schedule.

Your name and student ID # will be auto-populated for you.

Fill out the form by completing the required fields on the form and adding any additional information that is needed.

The form automatically saves as you work. Click "Drafts" on the dashboard to view any saved documents.



Before submitting your form, you must check the box beside the statement: "Checking this box acknowledges my electronic signature attesting to the form's accuracy."

*Checking this box acknowledges my electronic signature attesting to the form's accuracy.
