

INSTRUCTIONS FOR ACTIVATING YOUR ETRIEVE ACCOUNT

Follow these steps to access our electronic forms library:

****YOU MUST Activate your institutional (my.polk.edu) email before continuing!***

Here's how:

To find your MyPolk email username, login to PASSPORT with your student ID and PIN. Your MyPolk email address will appear in the 'My Details' section of PASSPORT.



Click the 'MyPolk Email' icon in PASSPORT to access your email. You can also go to <http://outlook.com/my.polk.edu>. The default password is your student ID number. **The first initial in the student ID must be capitalized.**

***To access an electronic form, you must activate your account in Etrieve. This is our electronic document system. Find the link to Etrieve by going to the Admission & Aid webpage under Admission and Registrar Forms link on the left index.**

1. In Etrieve Click the “forgot password” link enter your @my.polk.edu address.
2. Read the email sent to your @my.polk.edu email address. Check your junk email and add etrieve@polk.edu to your safe sender list.
3. After resetting your password, reopen the Etrieve page. (Do NOT use Internet Explorer, you may use any other web browser). Use only the first part of your institutional email as your username. i.e. student Mary Smith's email is msmith22@my.polk.edu would be **msmith22**
4. Once logged in, click on “Forms” and then select the form you need to complete.
5. Complete and attach any required documentation and submit the electronic form.

If you have any questions, contact the registrar at registrar@polk.edu or by phone 863.297.1000.

Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services, and activities.