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:

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.

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