

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 @Polk. **The first initial in the student ID and the "P" in Polk must be capitalized. Example: S123456789@Polk**

***To access an electronic form in Etrieve (this is our electronic document system), find the link to Etrieve by going to the Polk website (<http://polk.edu>) and click on the word Etrieve at the top of the page.**

1. In Etrieve Click the "S" icon button.
2. Once logged in, click on "Forms" and then select the form you need to complete.
3. 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.