

How to use SPCC E-trieve Forms

Students can submit digital forms to Financial Aid, Student Records, Admissions, and Counselors, such as a Student Information Change Form.

To sign into E-trieve forms, go to <https://etcentral.spcc.edu/> **Use Chrome

Step 1: Log in

Sign in with your SPCC Username or SPCC Email

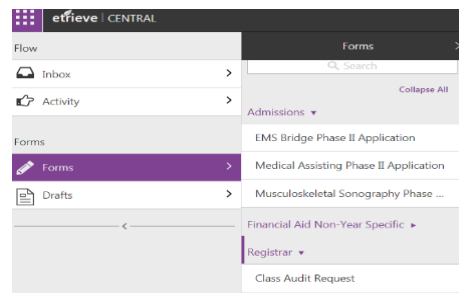
Sign in

Log in with your User Name and Password (same as your GO! Account), then click Sign in.

Step 2: Select Proper Form

From the **Central** page, select 'Forms' to view all the forms available to you.

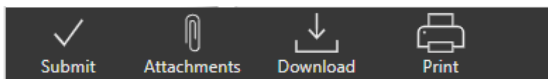
Forms are categorized by department. Click on the Form that you want to complete.



Step 3: Complete Form

Complete the form using the drop down menus and entering any additional information as prompted.

After completing the form, select **submit** from the bottom menu bar. **Submit each form only once.



Student Information Change

Address/Telephone/Primary Email Change
 Name Change (Official or legible copy of a signed Social Security Card and Driver's License required)

Current Information

Name ID

Mailing Address

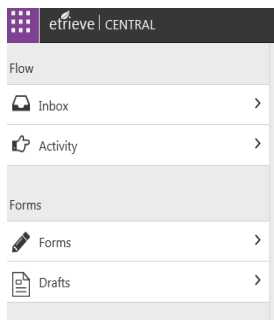
City State Zip

New Address/Primary Email

Mailing Address
EX: 112 Main Street Apt. B

City State Zip

Step 4: Track Status



Forms submitted will be listed under **Activity**.

**Submit each form only once.

Forms created, but not submitted will show under **Drafts**.

Step 5: Log out



When done, click the setting icon in the upper right corner for the User Menu, then select **Sign out**.

****MAKE SURE YOU CLOSE YOUR BROWSER TO FINISH LOGGING OUT**

