

# Softdocs—Etrieve for Graduate School Forms

All Graduate School Forms will use Etrieve for approval process.

There are two ways in which to complete the forms.

1. Go to the Graduate School Website and click on the form you need:

[Forms \(k-state.edu\)](https://ksu.edu/forms)

The screenshot shows the Graduate School website interface. At the top, there is a navigation bar with links for About, Admissions, Academics, Student success, Financial support, and Faculty resources. Below this, a sidebar menu lists various categories like Overview, Our staff, Forms, Graduate student space, Events, Alumni, Support the Graduate School, and Undergraduate research programs. The main content area is titled "Electronic Form Submission" and contains a paragraph explaining that most forms can be submitted electronically and that users will be prompted to login with their K-State eID and password. Below the text is a list of form categories, each with a dropdown arrow: Program of Study, Program and Committee Change, Approval to Schedule Final Examination, Request for Preliminary Examination Ballot, Request for Proxy for Final Examination, Request to Retake a Graduate Course, and Graduate Certificate Completion.

2. Go into the Etrieve System: <https://ksu.etrieve.cloud/>

This will automatically take you to sign-in with your eID and password. Once you sign-in, you will be taken to your Etrieve-Central Dashboard.

The screenshot shows the Etrieve-Central Dashboard interface. At the top, there is a browser address bar displaying "https://ksu.etrieve.cloud". Below the address bar, there are several navigation icons for TimeClock, Clinical Sciences, One45 Software, and Human Resources. The main dashboard area features a header with the "etrieve | CENTRAL" logo. Below the header, there are two main sections: "Flow" and "Forms". The "Flow" section includes "Inbox" and "Activity" items, each with a right-pointing arrow. The "Forms" section includes "Forms" and "Drafts" items, each with a right-pointing arrow. At the bottom of the dashboard, there is a horizontal line with a left-pointing arrow.

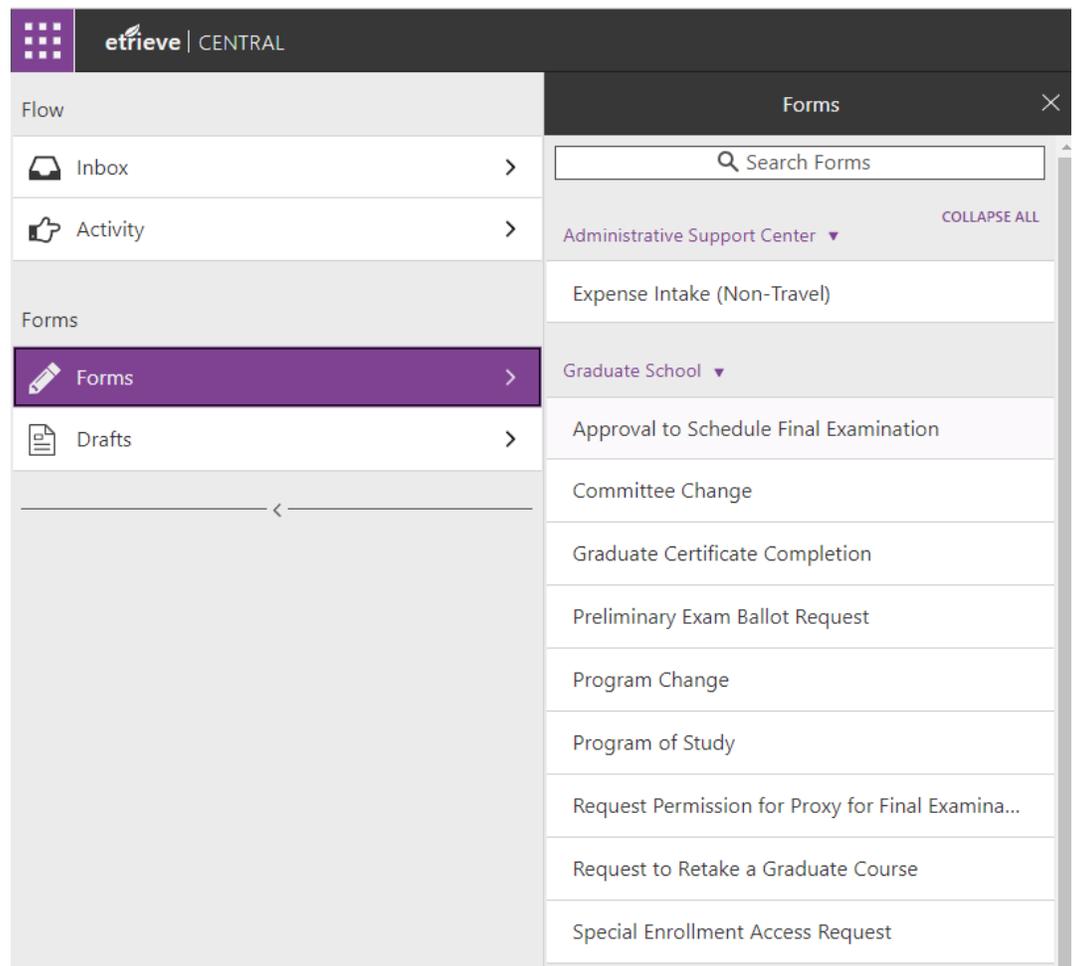
There are four different tabs on your dashboard. Here is a summary of each tab.

**Inbox**—all emails you have received regarding a packet will be located in your Inbox. This is where you can find the email that informs you of an action needed for a specific document.

**Activity**—all past activity completed for a packet will be located here. To look up who has approved a packet and who still needs to approve a packet is located here.

**Forms**—All blank forms are located here. Click on the form you need to start entering information into the form.

**Drafts**—After you start a form, but do not finish, you can find the form in Drafts to complete at a later time.



#### Tips and Tricks:

- emails from the system will state “K-State Etrieve Notification” in the subject line
- KSU data is auto populated into the forms
- Committee data is auto populated into the forms
- Automatic email reminders will go out after 7 days and then every 2 days following