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)](k-state.edu)

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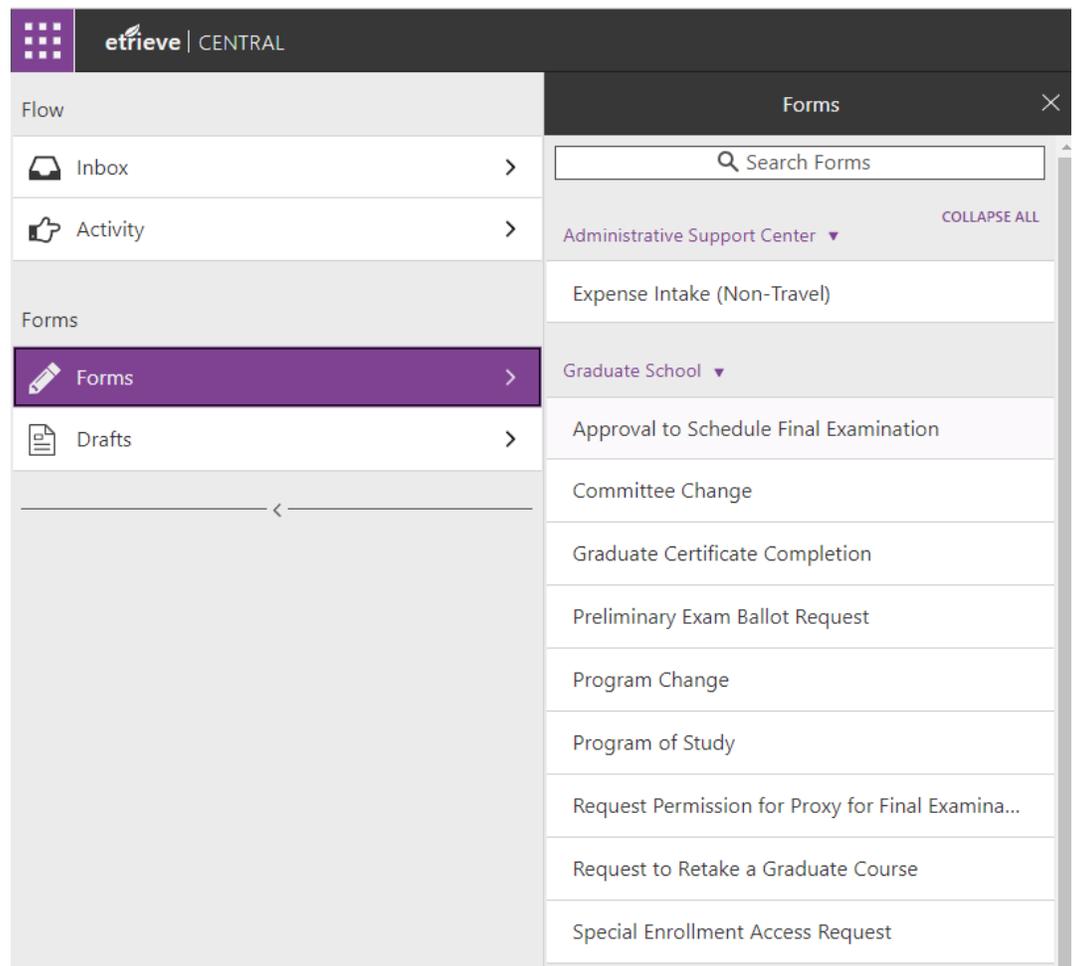
There are four different tabs on your dashboard. Here is a summary of each tab.

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.

Flow		Forms	✕
🗀 Inbox	❭	🔍 Search Forms	
👆 Activity	❭	Administrative Support Center ▾	COLLAPSE ALL
Forms		Expense Intake (Non-Travel)	
✏ Forms	❭	Graduate School ▾	
🗋 Drafts	❭	Approval to Schedule Final Examination	
		Committee Change	
		Graduate Certificate Completion	
		Preliminary Exam Ballot Request	
		Program Change	
		Program of Study	
		Request Permission for Proxy for Final Examina...	
		Request to Retake a Graduate Course	
		Special Enrollment Access Request	

etrieve | CENTRAL

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