

# Etrieve Central Forms User Guide for Students

Etrieve Central is an online forms system for PCC students to submit documents needed for financial aid/scholarships, housing, business office, and advising. Many of the required documents for financial aid can be submitted through the Etrieve Central system, and routed directly to the PCC Financial Aid Office. Other forms submitted through Etrieve Central include Housing Contracts (for returning students), Title IV Authorizations, and Direct Deposit forms.

The Etrieve Central system also allows PCC offices to send documents to a student's inbox for approval. Examples include Financial Aid Award Letters, Scholarship Agreements, and Declaration of Major.

This guide is intended to provide basic instructions for how users can access Etrieve Central, submit forms, approve forms, and review approval history. This guide also includes an overview of the Financial Aid Checklist, which allows students to track documents needed for the award year.

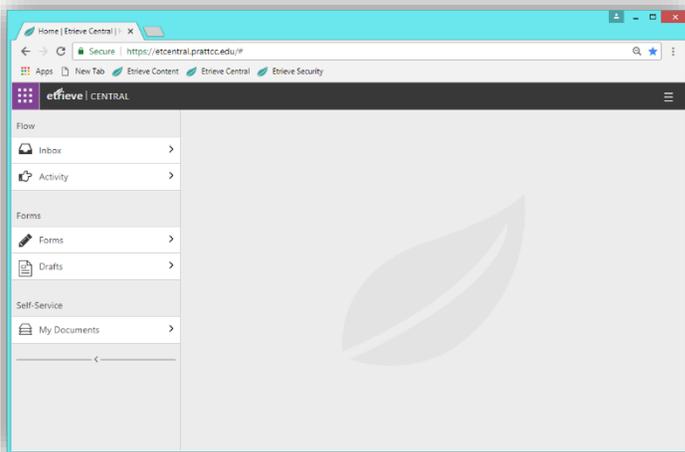
## 1. How To Access Etrieve Central:

- To access Etrieve Central, navigate to <https://etcentral.prattcc.edu>
- Login with PCC username and password

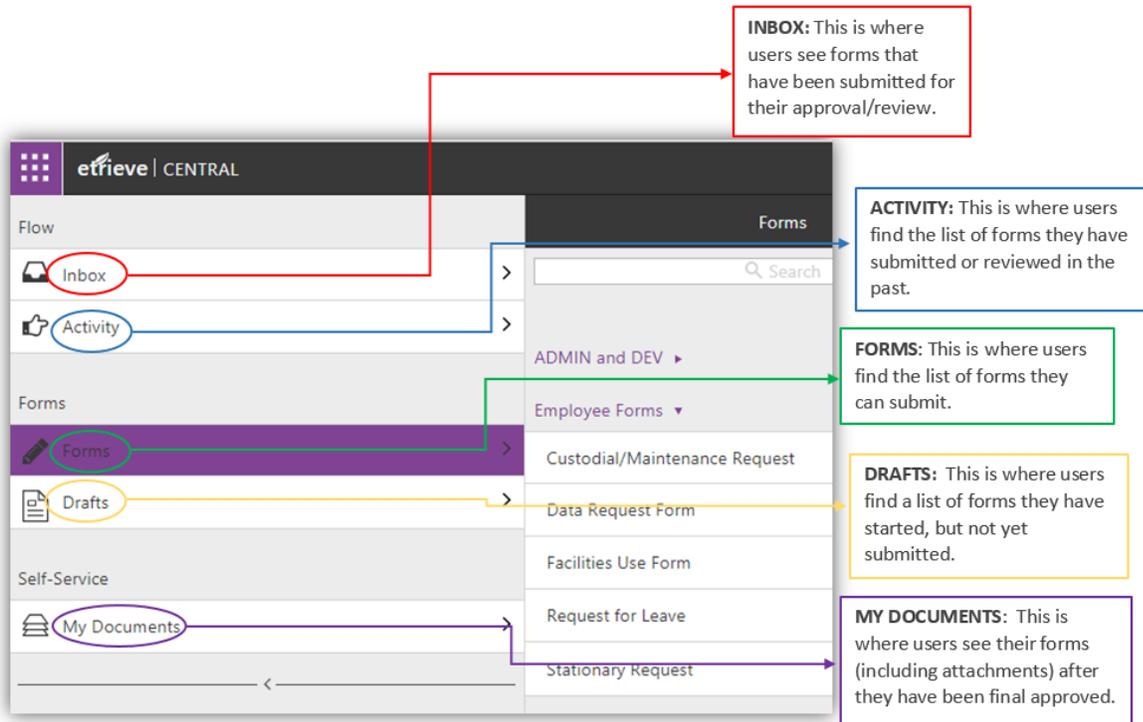


**NOTE:** Etrieve Central works with most modern web browsers, but **Google Chrome** is recommended. **Users may experience issues if using Internet Explorer.**

- Once logged in, the user will see the Etrieve Central home screen (screenshot below)

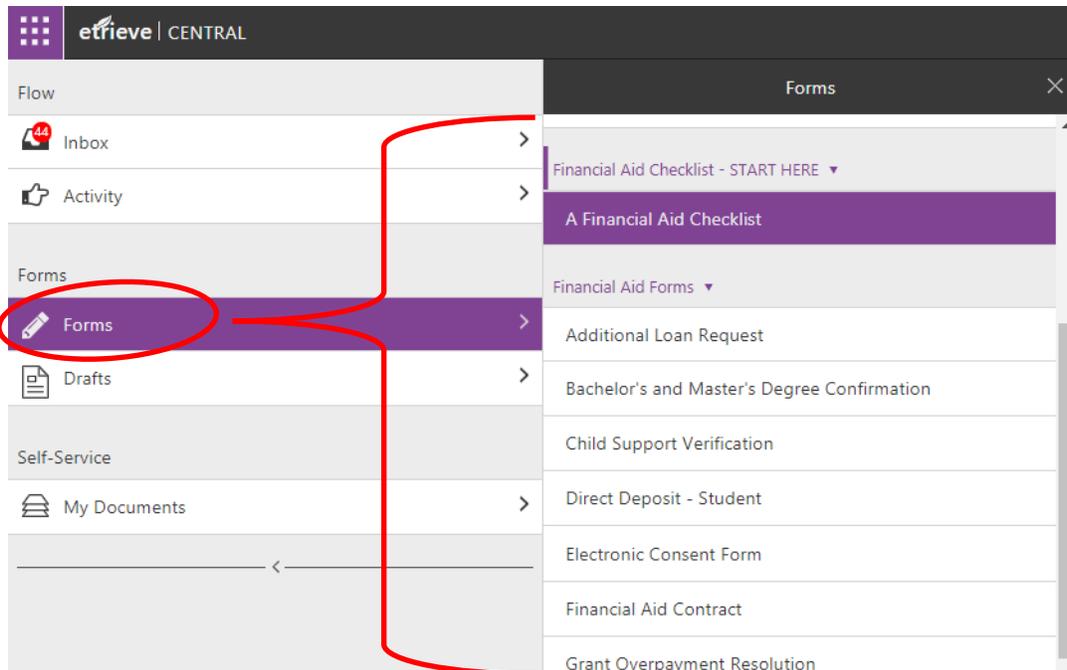


- Below is a diagram showing each component of the Etrieve Central home screen:

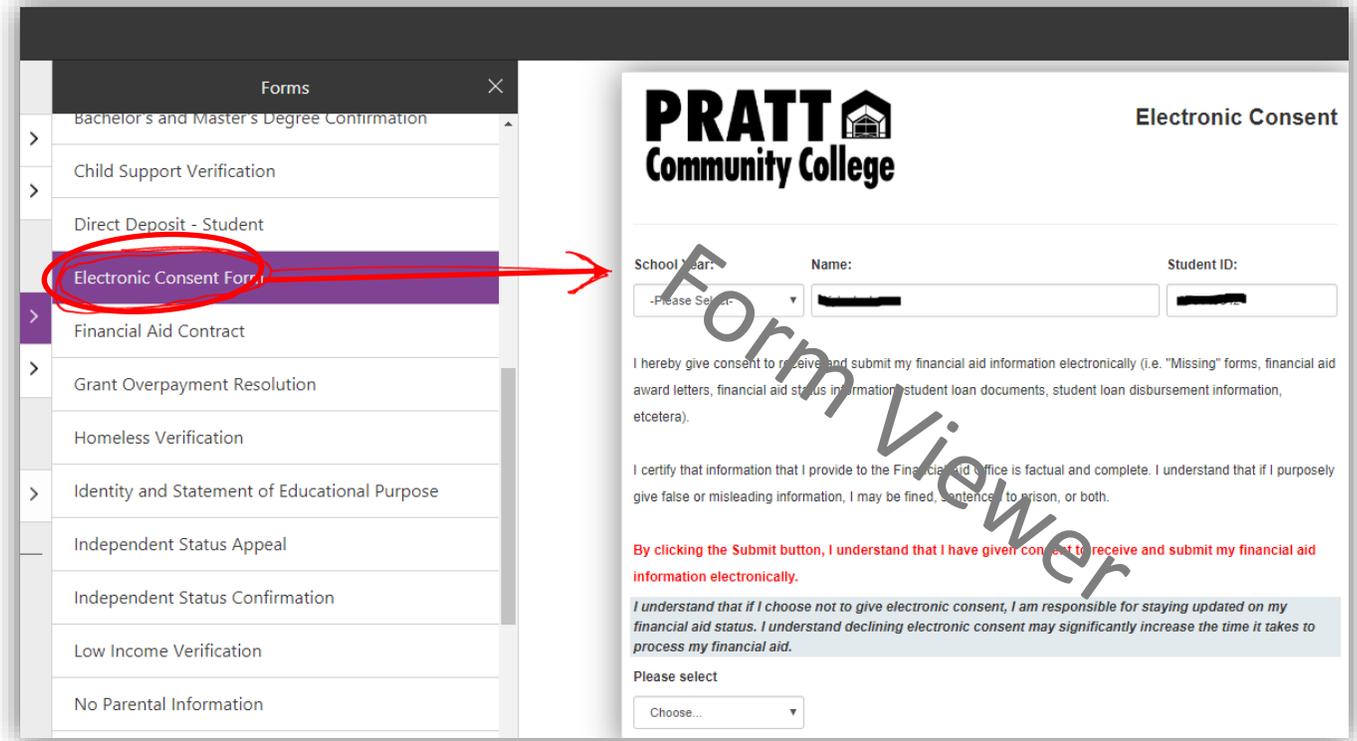


## 2. How To Submit Forms:

- Select the “Forms” option in the home screen to display a list of forms that can be submitted:



- If a form is selected from the list, it will populate in the form viewer on the right side of the window where the user can enter all necessary information and submit:



- General Info about forms:
  - Some fields in a form will be pre-populated with information that is specific to the user. For example: In the form shown above, the Student's name and Student ID number are pre-populated so the user does not have to enter them.
  - Some fields are auto-formatted to standardize input (examples below):
    - Phone Numbers: (\_\_\_\_)\_\_\_\_-\_\_\_\_ ext \_\_\_\_
    - Account numbers: \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_
    - Time: --:-- --
    - Date: mm/dd/yyyy
  - Some fields are required, meaning the user cannot submit until the required fields are filled out.
  - Some forms require attachments, such as receipts or other documentation, before they can be submitted.

- Once all necessary information has been entered, click the “Submit” button below the form to route it to an approver.

**PRATT**   
**Community College**

Electronic Consent

School Year:  Name:  Student ID:

I hereby give consent to receive and submit my financial aid information electronically (i.e. "Missing" forms, financial aid award letters, financial aid status information, student loan documents, student loan disbursement information, etcetera).

I certify that information that I provide to the Financial Aid Office is factual and complete. I understand that if I purposely give false or misleading information, I may be fined, sentenced to prison, or both.

**By clicking the Submit button, I understand that I have given consent to receive and submit my financial aid information electronically.**

*I understand that if I choose not to give electronic consent, I am responsible for staying updated on my financial aid status. I understand declining electronic consent may significantly increase the time it takes to process my financial aid.*

Please select

**SUBMIT BUTTON**

Submit  Attachments  Download  Print

- If a user tries to submit a form without filling out required fields, all required fields will become highlighted in red and a message will show, similar to the one below:

**PRATT**   
**Community College**

**Electronic Consent**

**REQUIRED FIELD**

School Year:  Name:  Student ID:

I hereby give consent to receive and submit my financial aid information electronically (i.e. "Missing" forms, financial aid award letters, financial aid status information, student loan documents, student loan disbursement information, etcetera).

I certify that information that I provide to the Financial Aid Office is factual and complete. I purposely give false or misleading information, I may be fined, sentenced to prison, or both.

**MESSAGE**

**By clicking the Submit button, I understand that I have given consent to receive and submit my financial aid information electronically.**

*I understand that if I choose not to give electronic consent, I am responsible for staying updated on my financial aid status. I understand declining electronic consent may significantly increase the time it takes to process my financial aid.*

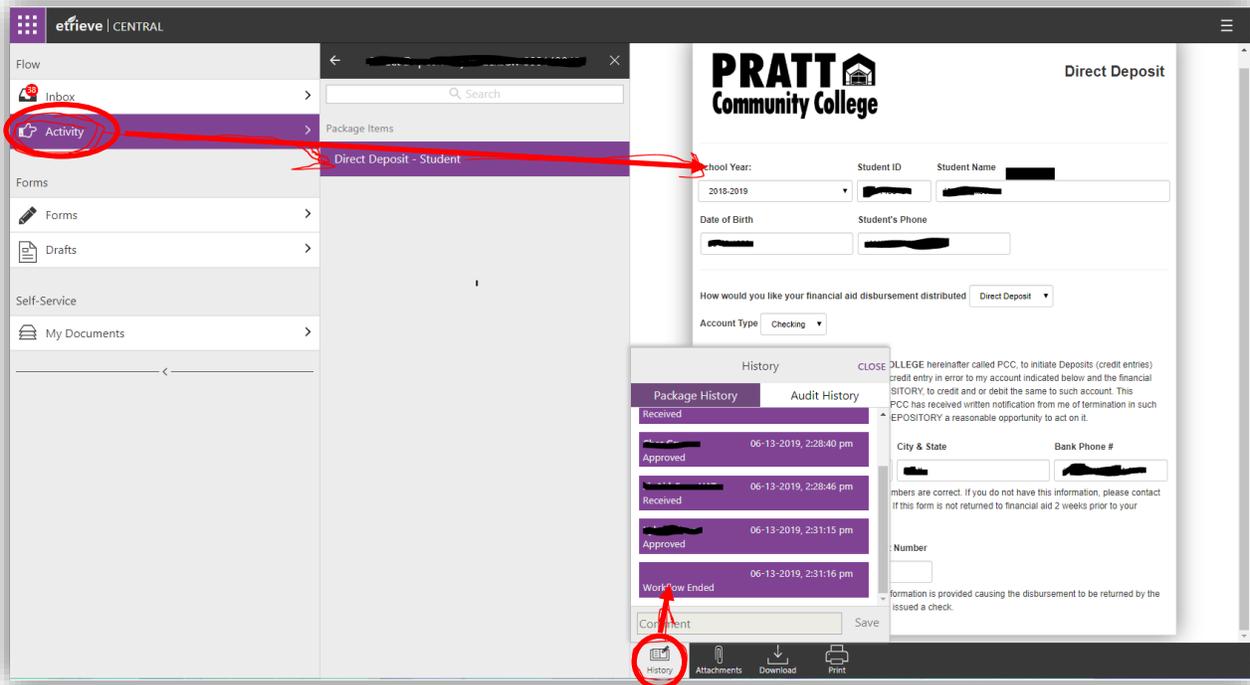
Please select

**Form is not submittable**  
Missing required fields

Submit Attachments Download Print

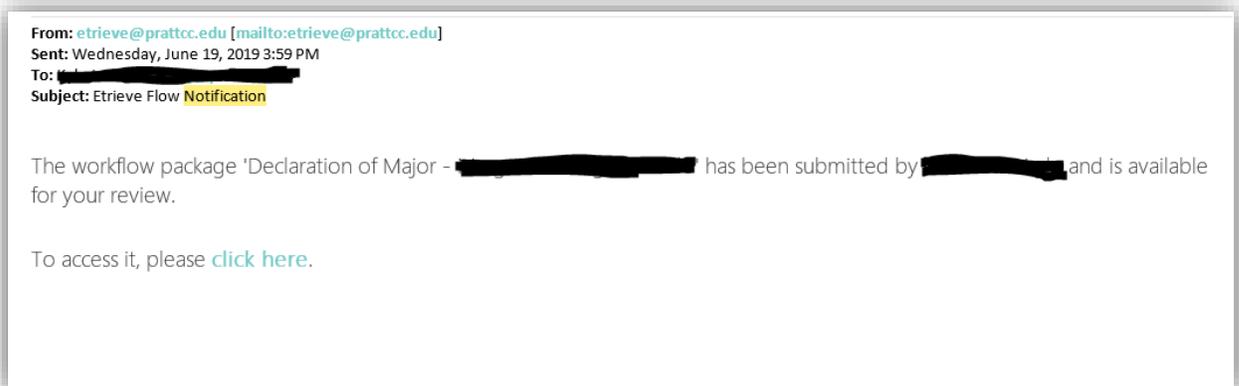
### 3. Reviewing forms and approval history:

- After a form has been approved/declined/processed, the submitter will receive a notification via email. The student can view his/her finalized forms, along with all attachments, comments, and approval history by going to the “Activity” area of Etrieve Central. Some documents may also be viewable in the “My Documents” area :



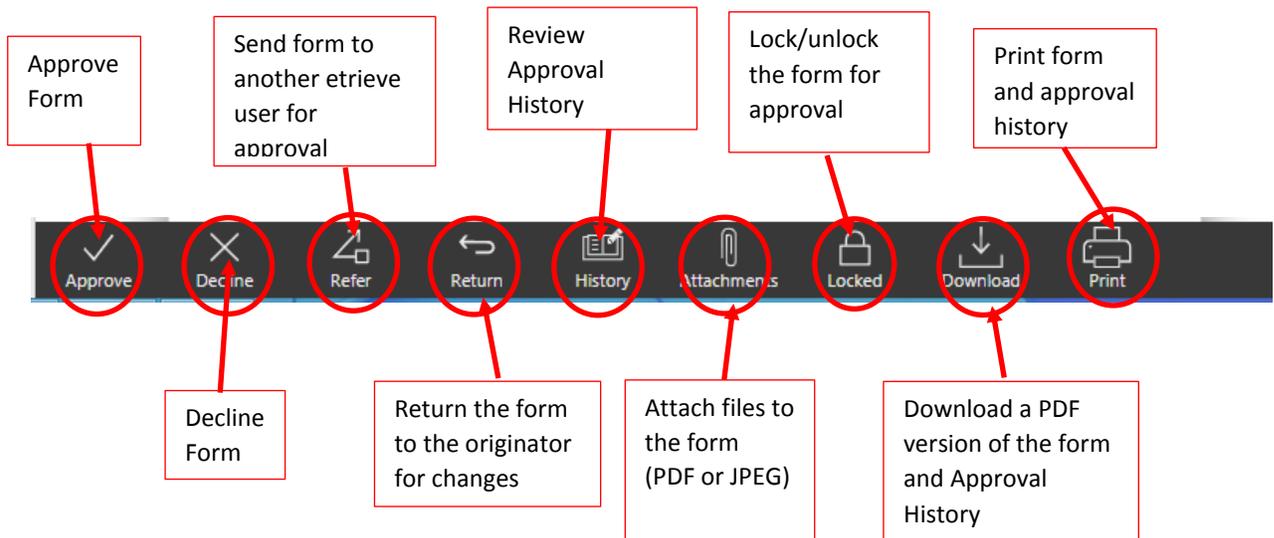
### 4. Approving forms in the Inbox

- Some forms are sent to a student’s inbox for approval. For example: Award Letters and Scholarship Agreements are generated by the Financial Aid Department, and sent to the student for approval. Likewise, Declaration of Major forms are generated and sent to the student by the Student Success Center, or other PCC Staff. When a form is sent, the student will receive an email notification (screenshot below)



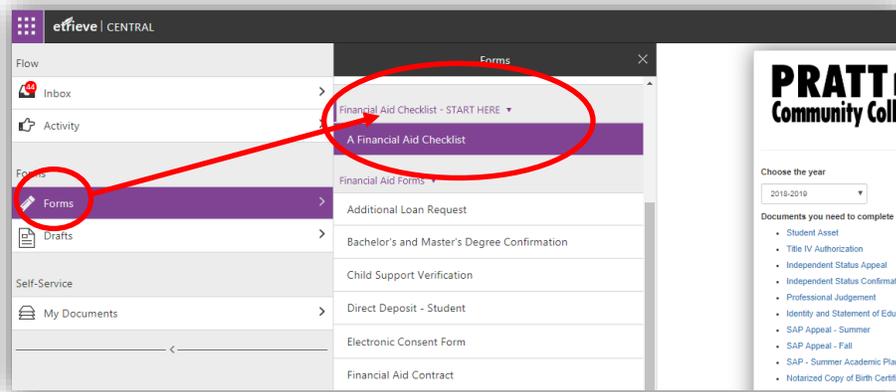
- The Declaration of Major below is an example of a form that is sent to a student for approval. When following the link from the email (above), the student will be able to review the form and approve as necessary.

- The student will be able to review the document and then select whether they approve or Decline. Other options are available as well (see screenshot below)



## 5. Financial Aid Checklist and Forms

- Etrieve Central includes a checklist of required forms for students who will be accepting scholarships, student loans, grants, or other types of financial aid. The checklist can be accessed in the forms area under the area named “Financial Aid Checklist – START HERE” (screenshot below).



- The when the award year is selected from the dropdown, a list of required documents populates. The list will include a clickable list of documents under the heading “Documents you need to complete”. When the student submits a needed form, it will be moved to the list of completed documents.

