POLK STATE
Student Services

999 Avenue H Northeast
Winter Haven, Florida 33881-4299
863.297.1000

INSTRUCTIONS FOR ACTIVATING YOUR ETRIEVE ACCOUNT

Follow these steps to access our electronic forms:

YOU MUST activate your Polk State student email (@my.polk.edu) before continuing!



Your Polk email and password were listed on your acceptance email you received when your application was processed. **If you are having issues logging into your Polk State student email account, you can call 863-297-1004** and one of our information assistants can assist you with resetting your password. **You can also contact Polk State Technology Support 24/7 at 863-292-3652.**

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 for student.

2. Once logged in, click on "Forms", and then select the form you need to complete. You will see options for citizenship or lawful presence and the residency declaration.

3. Complete and attach any required documentation and submit the electronic form.

4. Once submitted please check your Polk State student email regularly as you will receive notifications once your documentation has been reviewed. In most cases, additional documentation is required, and this is how you will be notified.

Polk State College is committed to equal access/equal opportunity in its programs, activities, and employment.
For additional information, visit polk.edu/compliance.