

# Log into Etrieve Training Course

Welcome, I'm glad you are interested in learning more about Etrieve by Softdocs.

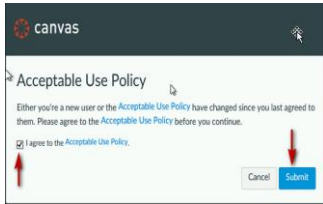
What is Etrieve? Etrieve is Softdocs' electronic document solution. Etrieve Content is the electronic document storage and retrieval system replacing OnBase as YCCD's electronic document warehouse. Etrieve Central is the electronic forms solution. All District forms will eventually be accessed through Etrieve Central, once electronically submitted, they will follow the approval workflow for each individual user depending on their reporting chain.

The Etrieve Training Course is in our Canvas online learning system. This course holds training videos to train users on the basic use and understand the general layout of Etrieve. These videos are short, approximately 15 minutes or less. Some are interactive and some are simply demonstrations. All Etrieve trainings will eventually be Online/OnDemand and any new trainings will be added here in Canvas.

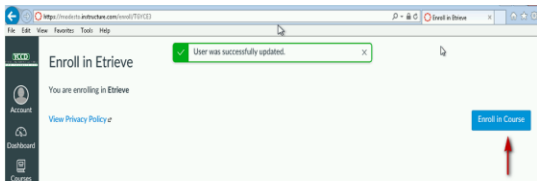
**NOTE: Please use CHROME.** The videos will not play in Internet Explorer. Do not click "Download html" it doesn't work, allow it to play inside Canvas.

To access the current Etrieve training videos and add yourself to the course, please follow the steps below:

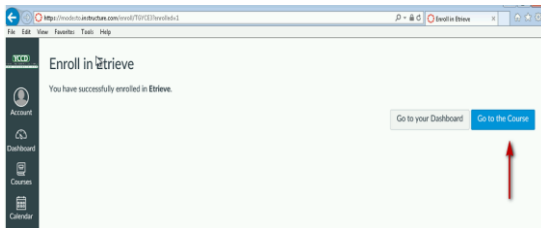
1. Click <https://modesto.instructure.com/enroll/TGYCE3>
2. If you see this message, click agree and then click Submit



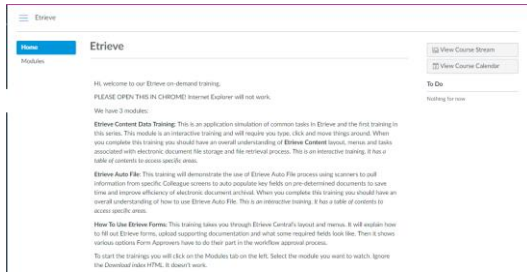
3. Click "Enroll in Course"



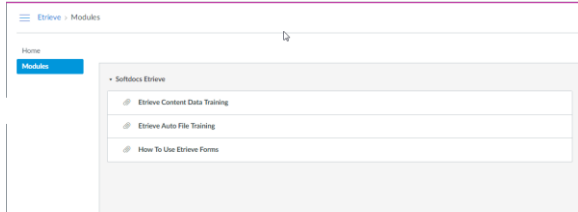
4. Click "Go to the Course"



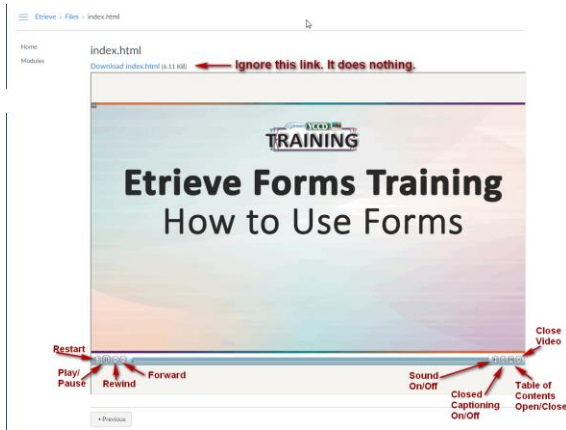
5. Please read the home page. Click Modules to view the videos.



6. Choses a video



7. Video will play within Canvas



That's it. Please let me know if you experience any problems with these instructions or videos.

Thank you.

Lue Martin  
[martinlue@yosemite.edu](mailto:martinlue@yosemite.edu)  
209-575-6939