

# How to log into Softdocs Etrieve

## Overview

This article covers logging into Softdocs-Etrieve a Document Management System.

## Getting Started

Please be advised that we will be making changes to the login process for Softdocs Etrieve. Effective April 21st, you will need to enter your MCC email address into the Etrieve login form and select 'Enter.' This will redirect you to the MCC SSO login screen, where you can use your MCC credentials to access Etrieve.

## Access the login page

- Go to: [Softdocs Etrieve Login](#)
- You will be prompted to login through the MCC SSO (single sign-on) screen.

### sso\_login\_screen

- Students: login with your MCC username (first name initial + last name initial + 7-digit MCC ID, example: js1234567) and password
- Faculty/Staff: login with your MCC username (first name initial + last name, example: jsmith) and password

---

Revision #2

Created 3 April 2025 13:15:42 by Jeremy Lindley

Updated 4 April 2025 17:09:40 by Jeremy Lindley