

If you are needing submit a security form you will need to download OnBase to your desktop. Once you have logged in

This is what it looks like if it does open.



If the attached doesn't open like shown above you may have to download it to your desktop. That is my understanding and that is how we are all set up.

Registrars has the procedures in this link below. Once you have it down loaded to your Desk top <http://www.unco.edu/registrar/pdf/onbase-helpsheet-rev.pdf>

Once you get logged in and click on "OnBase" on the left hand side; then Forms at the top you should see these options:

Click on HR/Payroll Module

