# UNC
## UNIVERSITY OF NORTHERN COLORADO
### Office of the Registrar

# HOW TO USE ONBASE TO SUBMIT AN UNDERGRADUATE CERTIFICATE DECLARATION FORM

All approvers will need to install OnBase Client in order to approve all forms. The directions on how to install the client can be found at How to Install OnBase for PC users. If you have questions with the installation or would like to have someone walk you through the process, please contact TSC to put in a ticket.

Click here (OnBase for MAC users) if you are a Macintosh user.

1. Student will contact major department to request an UG certificate declaration is submitted on their behalf.
2. Advisor or department designee may access the form at https://www.unco.edu/registrar/forms.aspx or in their OnBase client under forms
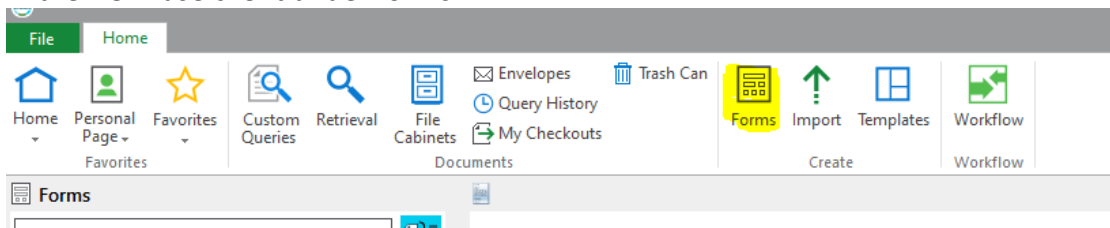


3. When requesting a certificate declaration, a certificate advisor must be selected.
4. Fill in the student's bear number, first name, last name, bear email and phone number.
   a. Please confirm all details

**Student Informaiton**

| Bear ID* | Date |
|---|---|
| | 11/10/2020 03:27:27 PM |

| First Name* | Last Name* |
|---|---|
| | |

| Bear Email Address* | Phone Number* |
|---|---|
| ENTER FULL EMAIL ADDRESS | |

5. Select certificate, catalog year, campus location, and an action (add/drop)

**Add/Drop UG Certificates** – Click the Add button to enter additional certificates

Certificate *

Campus Location *

Catalog Year *

Add/Drop *

6. Please select appropriate certificate advisor

**Required Approval(s)** – Please select your Certificate Advisor's name below

Certificate Advisor Name *

7. A single form may only be used to declare one certification.  If multiple certificates are being declared please use multiple forms.
8. Hit submit
    a. The form will be sent to the Office of the Registrar for processing
    b. The student will receive an email to their bear email letting them know certificate change has been processed on their behalf