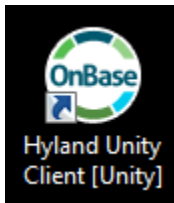# OnBase Help Sheet

This is a simple step-by-step guide to navigating in OnBase, to help new users download and navigate OnBase.
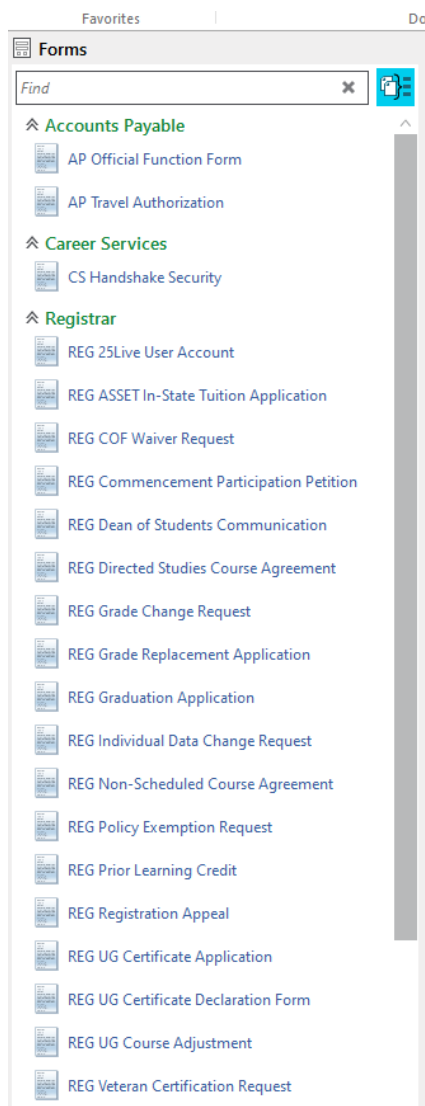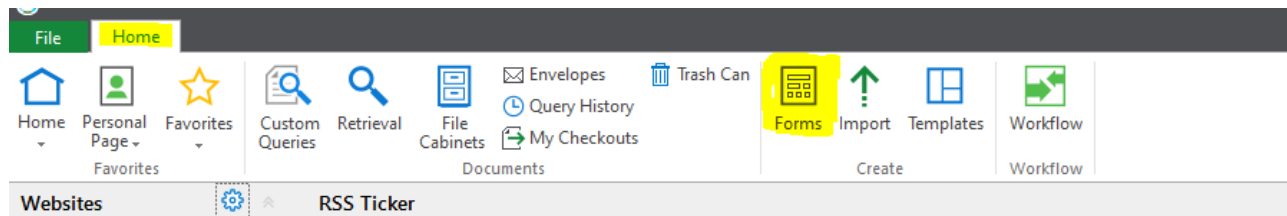
- You will need to download the OnBase Client here How to Install OnBase for PC users. For Mac users: OnBase for MAC users. If you have difficulty downloading the OnBase client, please contact IT for assistance (351-4357).
- Once you have the OnBase loaded on your desktop, you will need to click on the icon and sign in.

- Sign by entering your UNC email address and your usual UNCO password.

- From the home tab, you can then click "forms":

- From the forms page, select the form you wish to submit:
- <mark>Please be aware that this list will grow as we add new forms for your use</mark>.
- Once you are on the form, please make sure you fill in each required * box. Especially important is that you use the student's Bear mail address only, as we are sending them emails regarding the submitted form(s) and those forms can only go to UNCO email addresses, per university policy.
- If a second signature/approver is required, you will select that person from the dropdowns. Select carefully!

- Once you have filled in the form completely, please click "submit" or "save" at the bottom (whichever is there), <mark>then click the "review complete" button at the top.</mark>

  (Yours will not say "Registrar"). This prompts the form to proceed to the next step in being processed. If the form requires a second signature (approver), it will automatically go to that person.
- Approvers will then receive notification by email that a form is waiting for their review. The Approver reviews and approves (or denies) the form.
- Approver needs to save/submit and click the "Review Complete" button as well.
- Once approved, the form automatically goes to the Office of the Registrar for processing.
- All forms are processed in the order they are received. We try to process them within 48 business hours, this can vary, however, during peak times.

Reviewed: 06/17/20