

OnBase Help Sheet

to help new users download and navigate OnBase

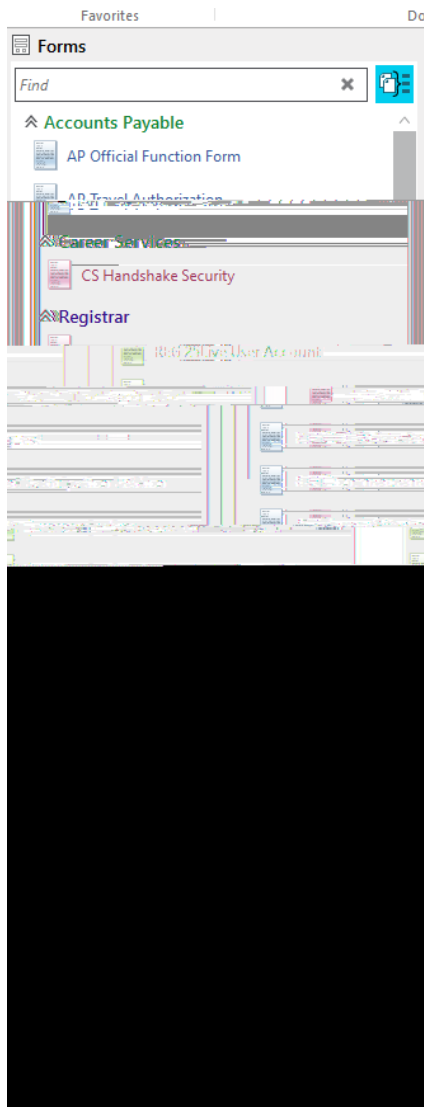
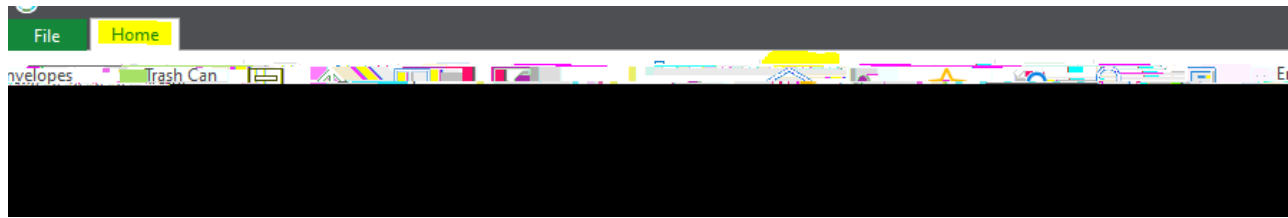
- x You will need to download the OnBase Client [How to Install OnBase for PC users](#) For Mac users [OnBase for MAC users](#) If you have difficulty downloading the OnBase client, please contact IT for assistance. X
- x Once you have the OnBase loaded on your desktop, you will need to click on the icon and sign in.



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



x From the home tab, you can then click () CE u • _ W



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

CE •• }v

x Kv Ç}µ Z À (]oo]v šZ (}œu }u%o š oÇU %o • o] | ^.
bottom (whichever is there),šZ v o] | šZ ^œ À] Á }u%top.š _ µšš}v š

~z}µœ • Á]oo v}š • Ç ^Z P]•šœ œ_•X dZ]• %œ }u%š • šZ (}œ
being processed. If the form requires a second signature (approver), it will
automatically go to that person.