

OnBase Quick Reference Guide

Accessing the Graduate Contract and Workflow

This guide offers instructions on how access the Graduate Contract Unity form and associated workflows using the OnBase Web Client or the OnBase Unity Client on your desktop.

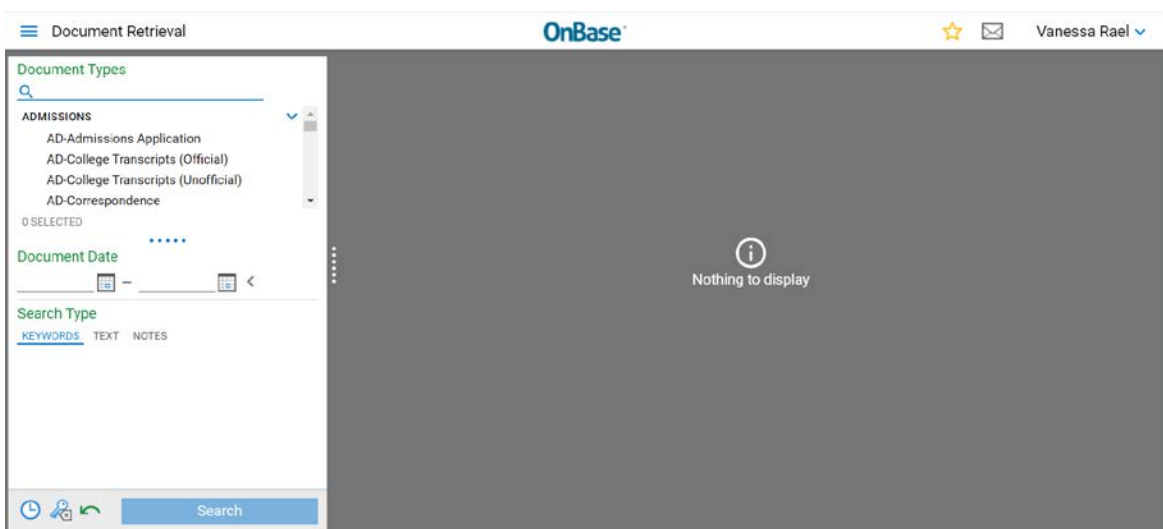
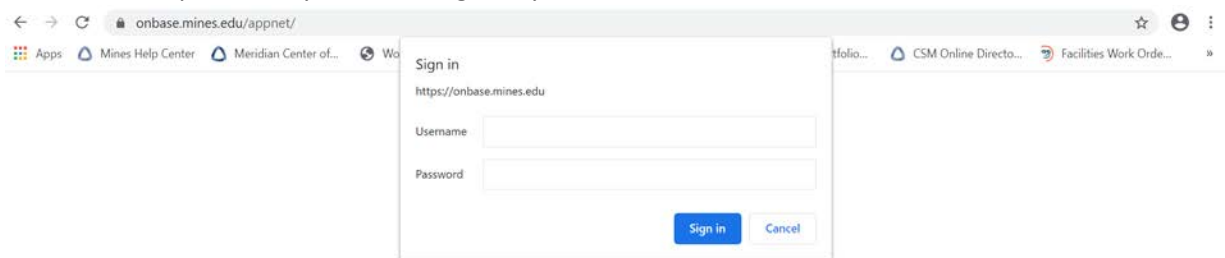
Accessing the Graduate Contract and Workflow - OnBase Web Client

Perform the following steps to login to the OnBase Web Client and access the Graduate Contract Unity form and associated workflows.

1. Double click on your preferred internet browser icon to launch the browser.
(Recommended: Chrome).



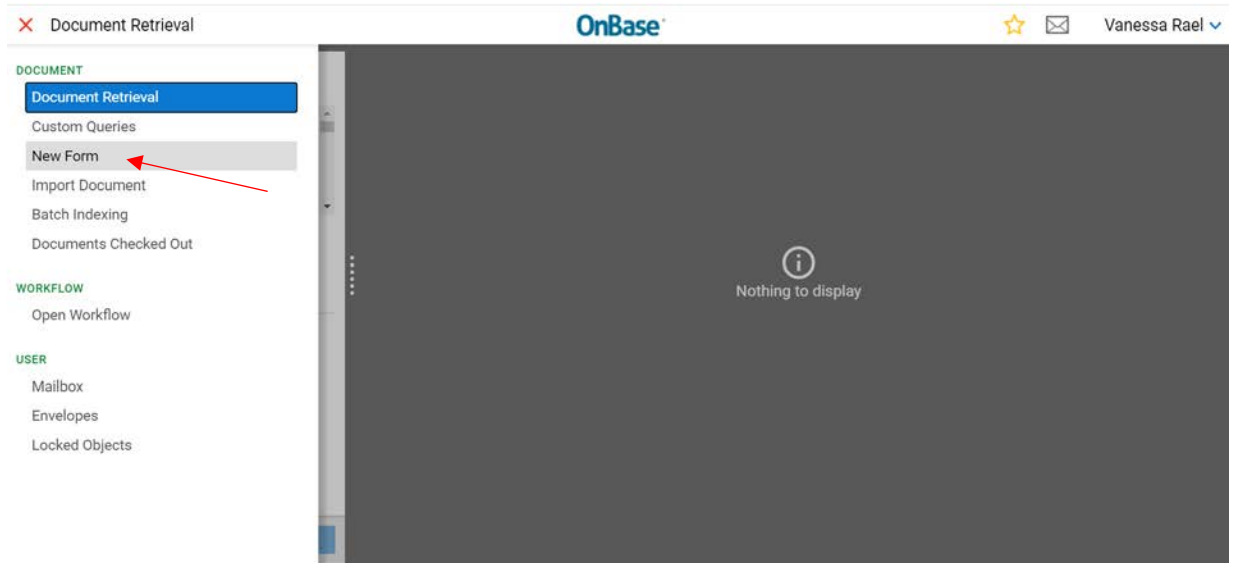
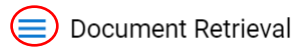
2. Navigate to the following URL: <https://onbase.mines.edu/appnet/>
When the login popup window appears, enter your **Multipass credentials**. This is the same *username* and *password* you use to log into your email, Trailhead, etc.



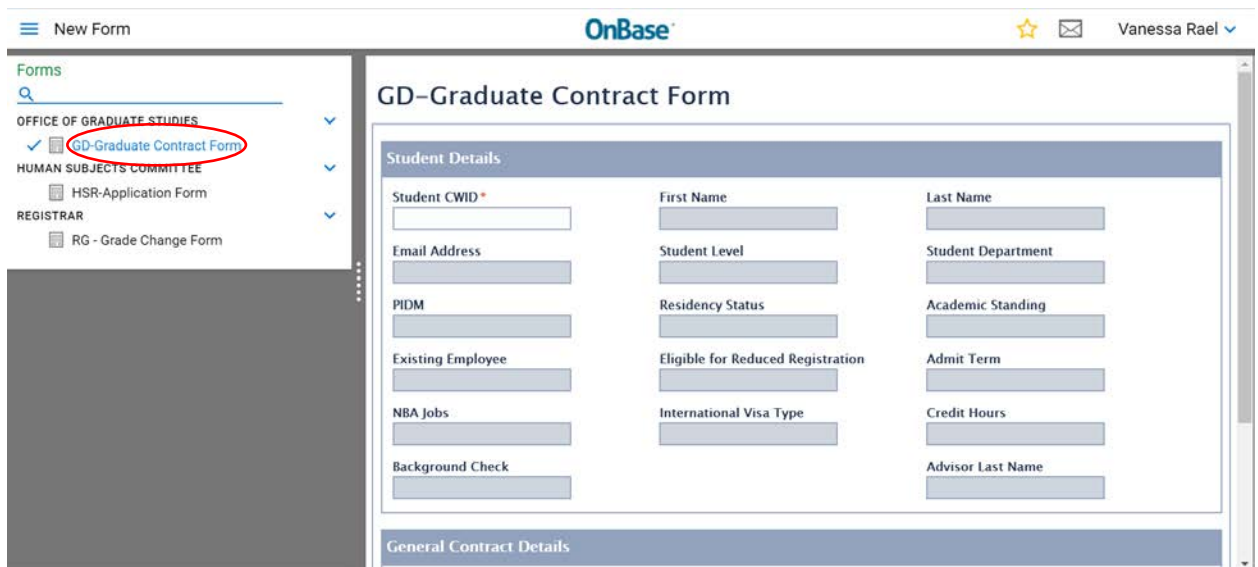
Web Client Homepage

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3. Access the **Graduate Contract Form**:
 - a. Click on the three bars at the top left corner of your screen and select **New Form**.



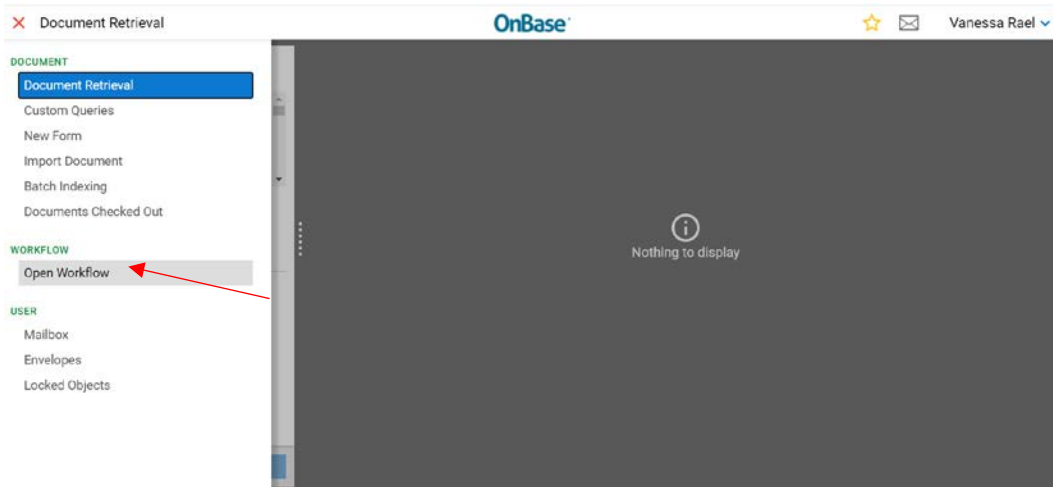
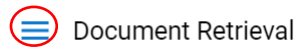
- b. Select *GD-Graduate Contract Form* and the form will display on the right-hand side of your screen.



Proceed with completing and submitting the form.

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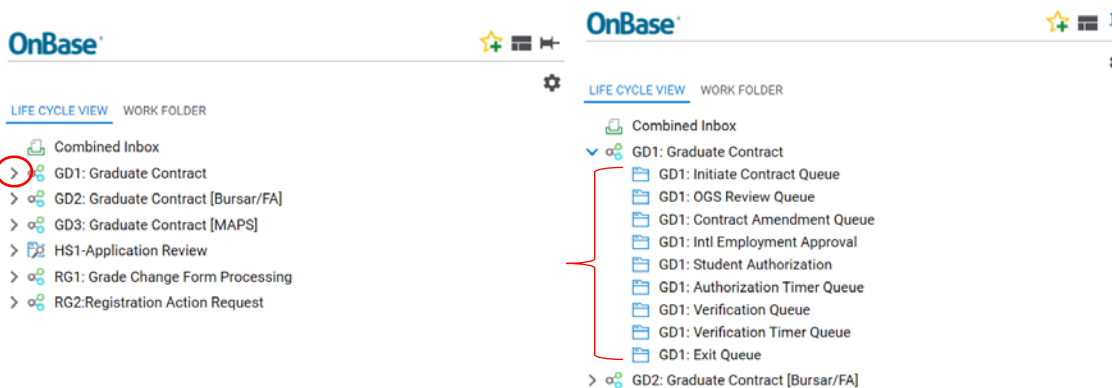
4. Access the **Graduate Contract Workflows**:
 - a. Click on the three bars at the top left corner of your screen and select **Open Workflow**.



A popup window will appear. Click the maximize icon to expand the window.

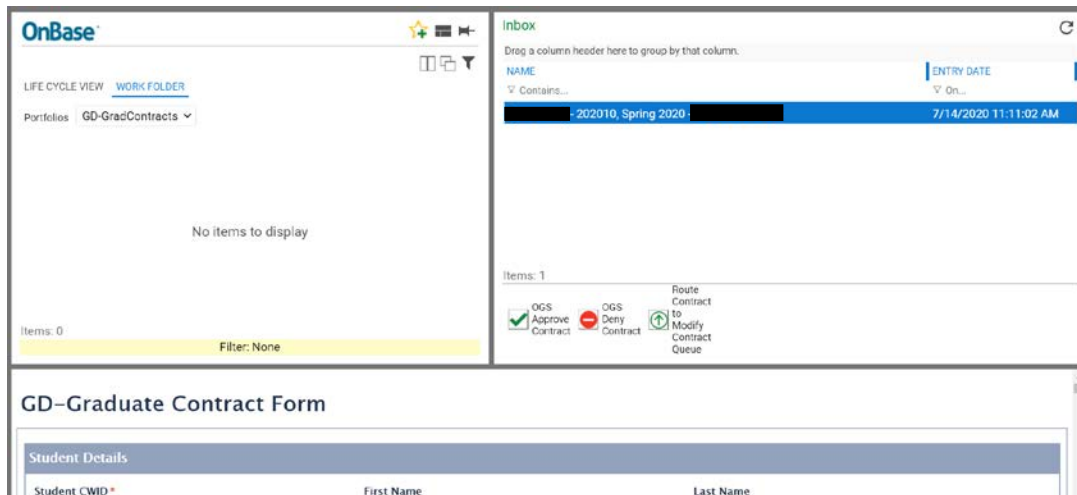


- b. Click on the arrow next to a Graduate Contract workflow to see a list of workflow queues you have access to. *Note: Access to workflow queues varies by role.*

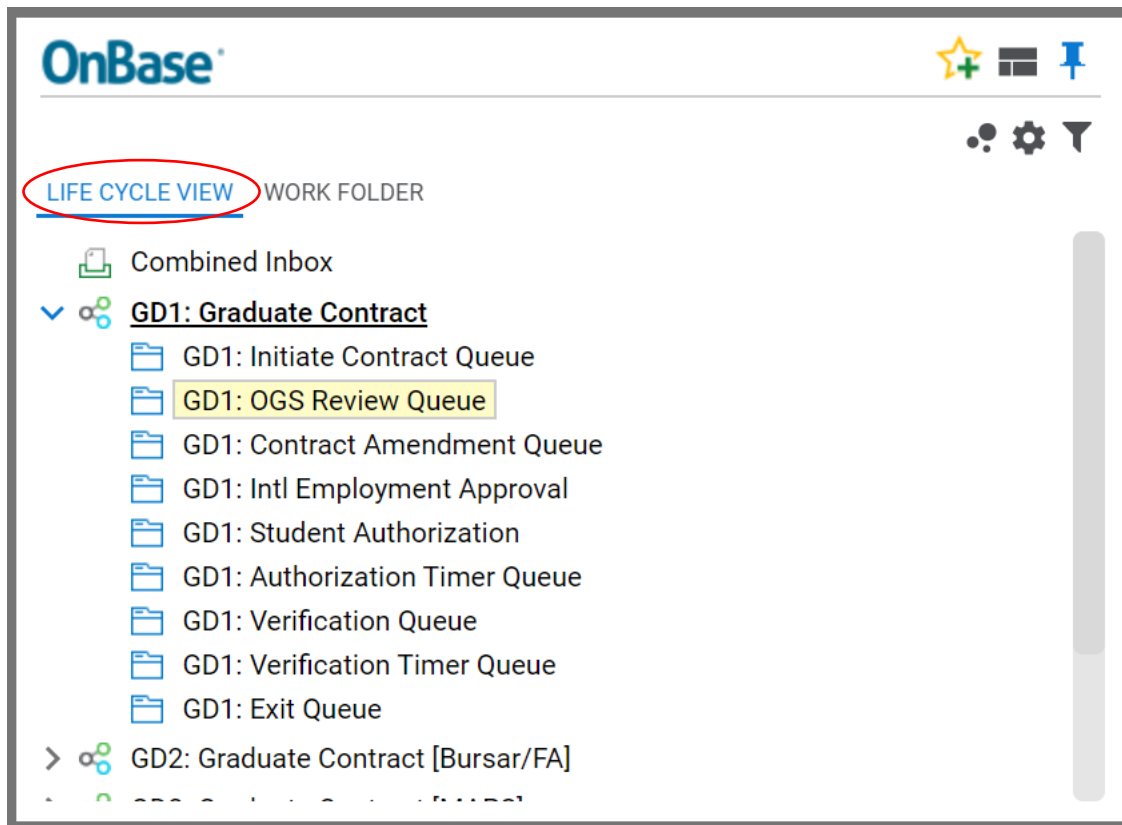


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- c. Select a workflow queue and a list of contracts will display on the right-hand side of the screen. After selecting a contract, it will display at the bottom of the screen.



To view other workflow queues, click on **Life Cycle View** and the top left-hand side of your screen.



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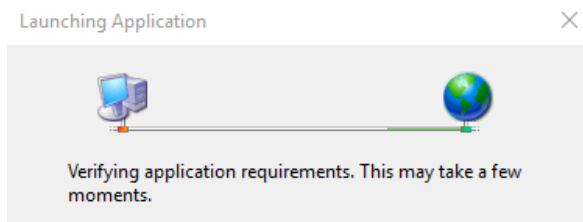
Accessing the Graduate Contract and Workflow - OnBase Unity Client

Perform the following steps to login to the OnBase Unity Client on your desktop and access the Graduate Contract Unity form and associated workflows.

1. Double click on the Unity Client icon on your desktop.



You will see a popup window when the application is launching.



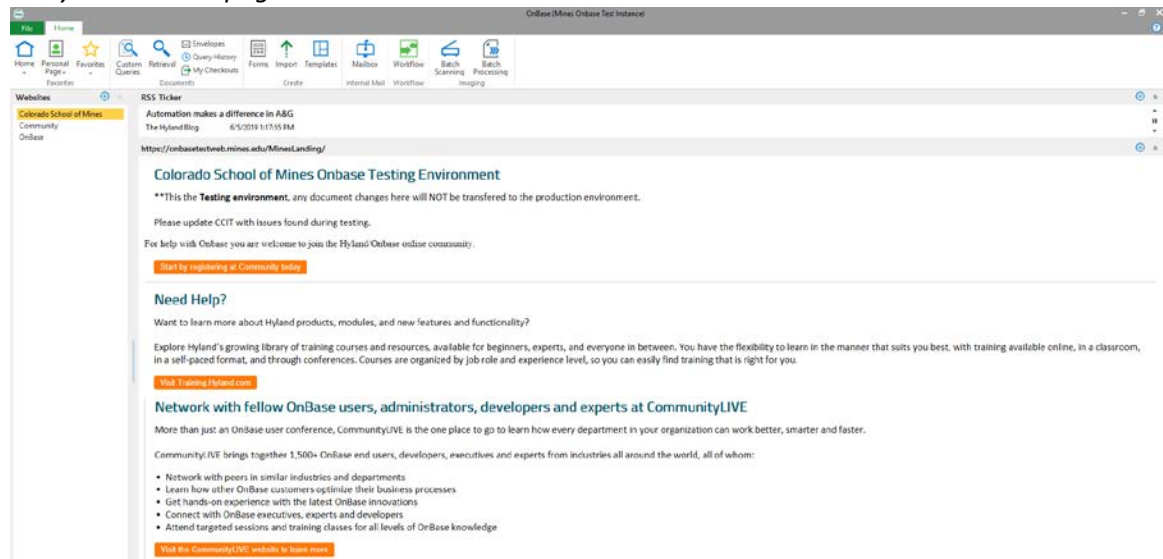
2. When the login popup window appears, enter your **Multipass credentials**. This is the same *username* and *password* you use to log into your email, Trailhead, etc.
*Note: After logging into the Unity Client for the first time, you will be logged in directly via Single Sign-On (SSO).



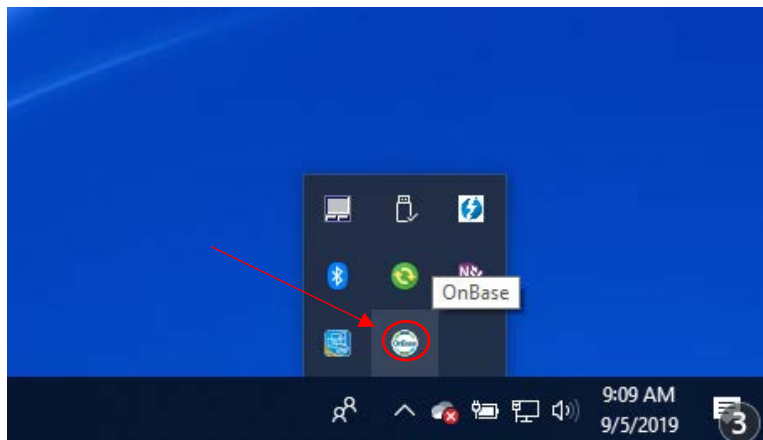
You will be logged in and routed to the Unity Client homepage.

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Unity Client Homepage



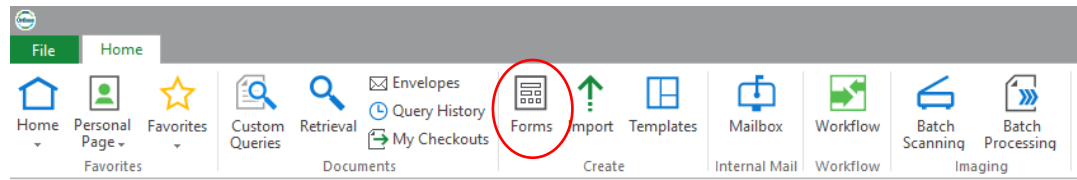
**If the Unity Client does not appear, click on the arrow at the bottom right corner of your desktop and double-click on the OnBase icon.*



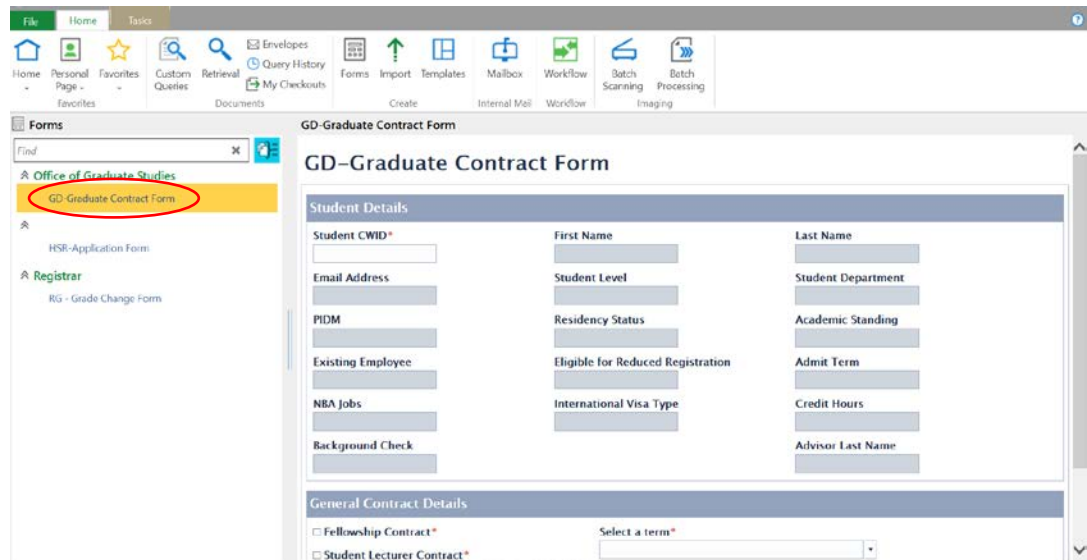
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3. Access the **Graduate Contract Form**:

- a. From the homepage toolbar (located at the top of the screen), click on the **Forms** icon.



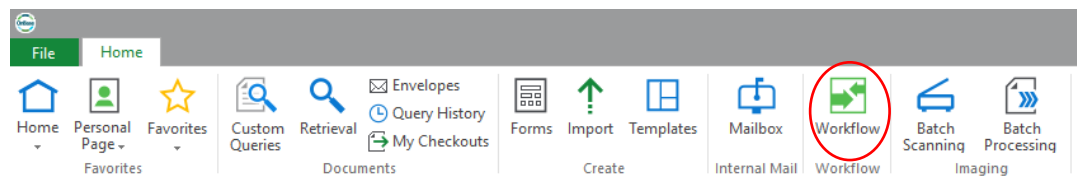
- b. Select *GD-Graduate Contract Form* and the form will display on the right-hand side of your screen.



Proceed with completing and submitting the form.

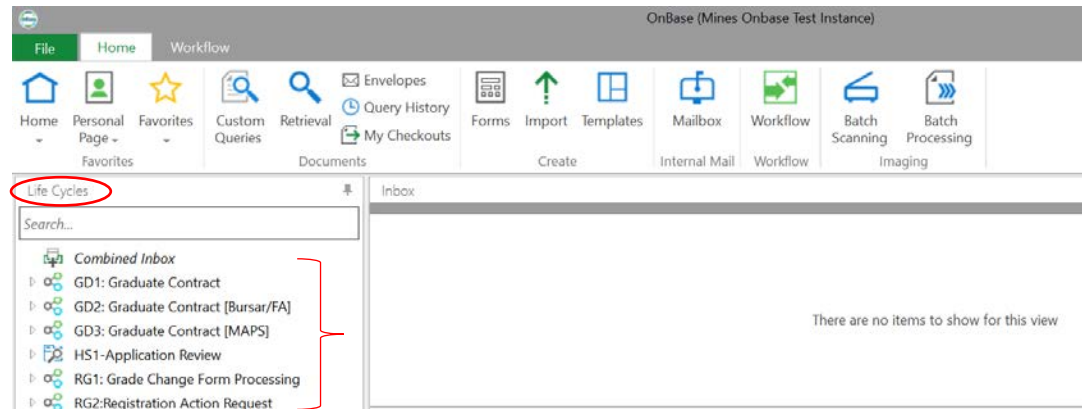
4. Access the **Graduate Contract Workflow**:

- a. From the homepage toolbar (located at the top of the screen), click on the **Workflow** icon.

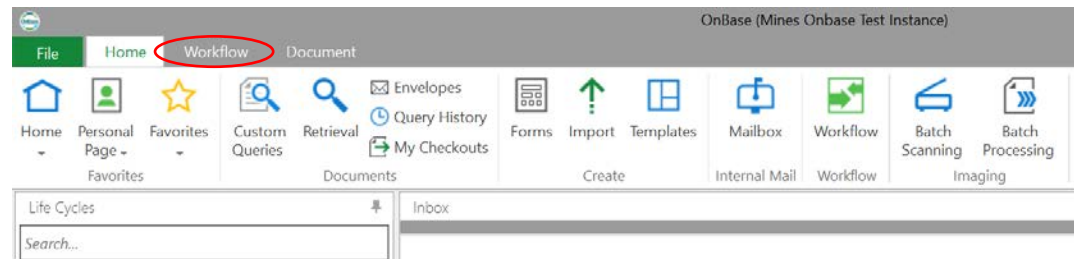


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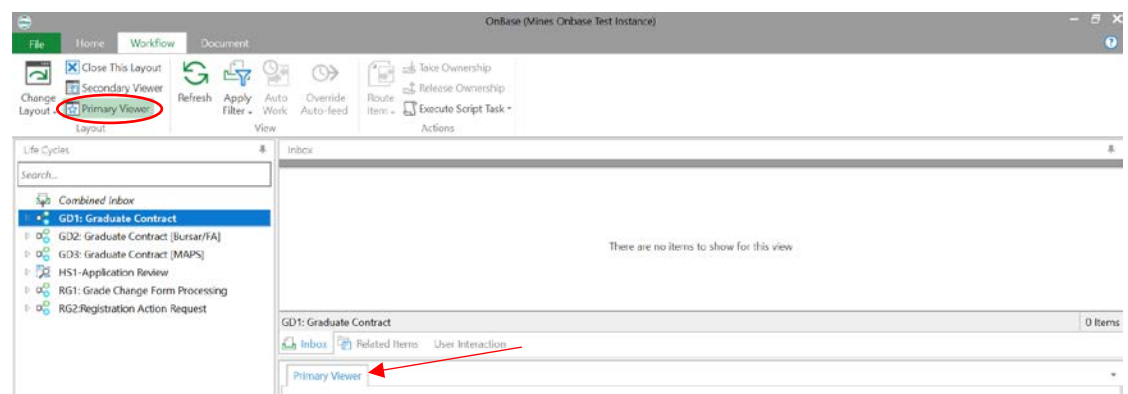
A **Life Cycles** section will appear on the left-hand side of your screen and you will see a list of workflows you have access to.



b. At the top of the screen, select the **Workflow** tab.

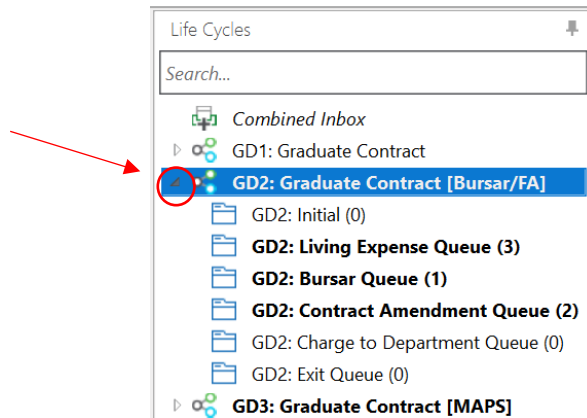


Click the **Primary Viewer** button to display a Primary Viewer window on the bottom right of the screen. *Note: This will allow you to open and view contracts in your workflow queue.*



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- c. Click on the carrot next to a Graduate Contract Workflow to see a list of the workflow queues you have access to. *Note: Access to workflow queues varies by role.*



5. Select a workflow queue and a list of contracts will display to the right, at the top of the screen. *Note: This list will contain ALL contracts in the workflow queue and you will need to search for your contract by Student CWID/Name using the search bar.*

