Cheat sheet for Academic Advisors using OnBase:

Step 1: Installing OnBase (required of all users): login required

Mac Users:	PC Users:
Must use Firefox 17ESR	Must use Internet Explorer

Follow the installation instructions for your PC or MAC: https://websecure.richmond.edu/ecm/

Step 2: Once you have OnBase installed, open BannerWeb in the required browser (posted above).
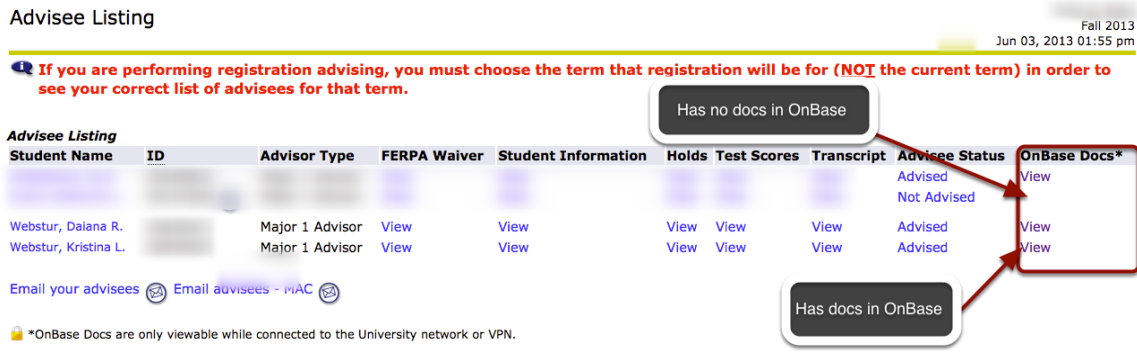Login to BannerWeb and click "Faculty & Advisors," then "Student Menu," then "View Your Advisee Listing."

When you see your advisee listing, you will notice an "OnBase Docs" tab at the far right. If there are documents available (for advisees admitted after fall 2013, only), there will be a "view" button you can click.

Clicking the "view" button will bring up the OnBase login screen. Login with your UR netid and password. Once you are logged in, you will see the documents for that student.

Notes About Using OnBase:

- Document navigation buttons are at the top left of the document viewing screen.
  (Left and right arrows, zoom, rotate, etc.)

- Leave the OnBase tab open and return to the BannerWeb tab to open other documents to avoid having to enter your login credentials for each student advised. When you have finished using OnBase, close your browser.

- Remember that some documents may be missing because the student did not submit them on time, and some documents may not be viewable within your browser. Please be patient! Check the OnBase FAQ if you have trouble viewing any documents, but also realize that some may simply not be available this time through.

- The documents in OnBase replace only those that used to be in the advising folder: the Common application, high school transcript, and the Richmond supplemental essay question. You will still want to use BannerWeb and GradTracker for reviewing current student transcripts, progress to degree, etc.

- OnBase can only be used from the UR wired network or the VPN (virtual private network). If you are using a laptop on the campus wireless network you will not be able to access OnBase unless you activate the VPN.

- OnBase documents cannot be printed.

OnBase Questions FAQ Webpage: http://is.richmond.edu/admin/ecm/onbase-faq.html
OnBase Support: Questions about installation and connecting into OnBase- Help Desk x6400
                            Questions about how to use OnBase- AARC x6574