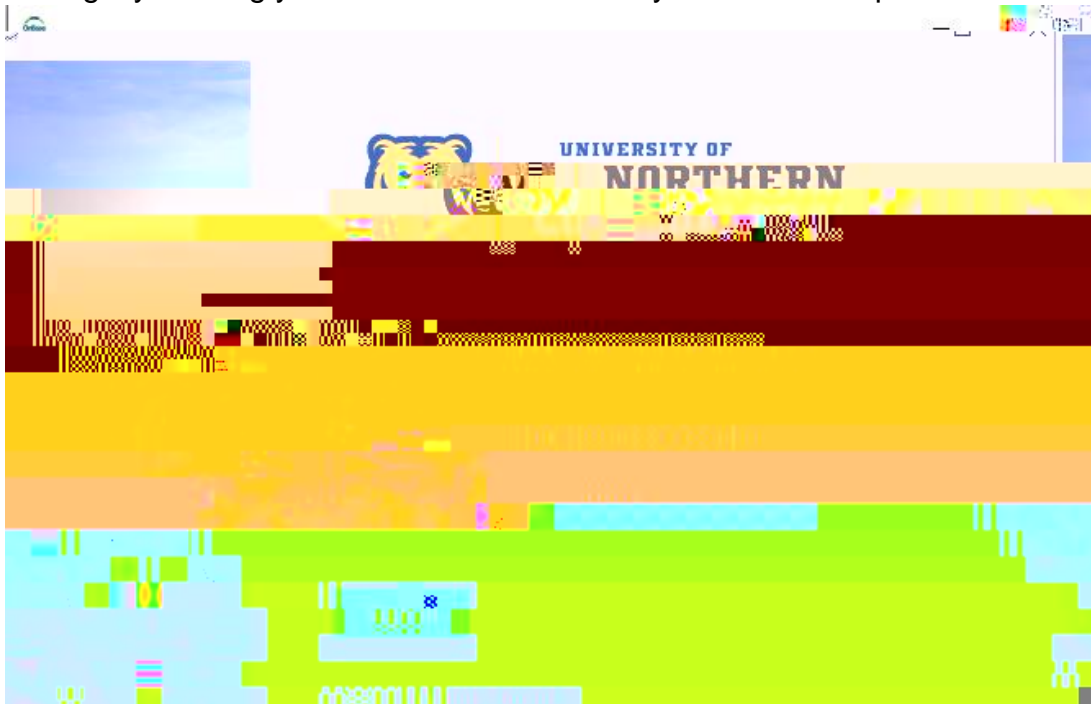# OnBase Help Sheet

TZ]•] • •]u‰o •š ‰r Çr•š ‰ Pµ], to help new users download and navigate OnBase
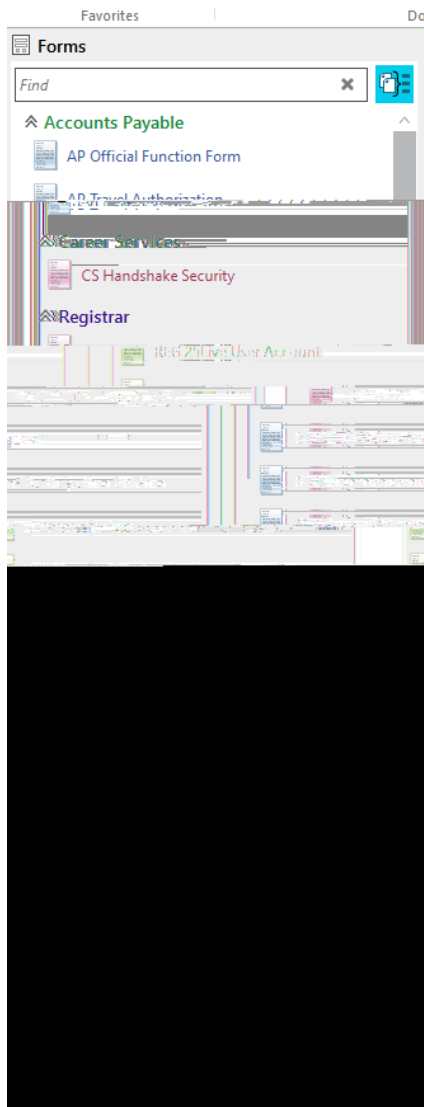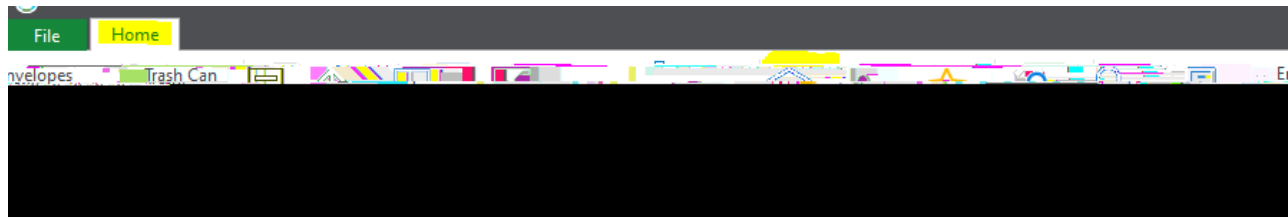
- x You will need to download the OnBase Client here. [How to Install OnBase for PC users](#) For Mac users [OnBase for MAC users](#). If you have difficulty downloading the OnBase client, please contact IT for assistance. ï ñ í r ð ï ñ ó • X

- 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 ^ (} Œ u • _ W

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

bottom (whichever is there),

being processed. If the form requires a second signature (approver), it will automatically go to that person.