MAC Users:
OnBase Electronic Faculty Adviser Folders

MAC users can access the OnBase Electronic Filing system thru Remote Desktop Connection. If you do not have remote desktop connection on your machine, please talk to your network administrator or departmental Desktop support person about installing remote desktop on your computer or you may install it directly at
http://www.apple.com/downloads/macosx/networking_security/remotedesktopconnectionclient.html

CONNECT TO REMOTE DESKTOP using this address its-onbase-ts.ur.rochester.edu
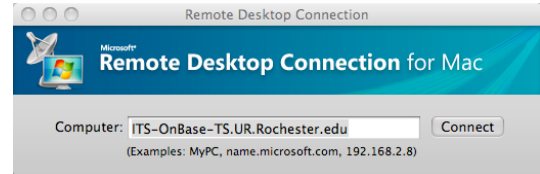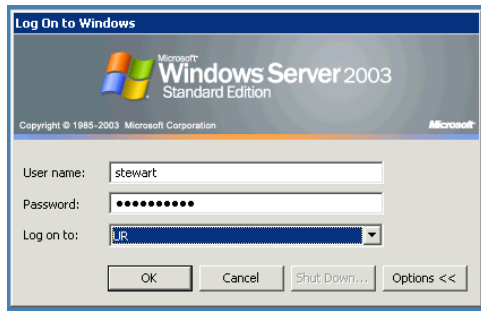
Enter login information Network ID and Password (domain = ur). Your Network ID is NOT your NetID. (You may use it to connect to a network sharing location or fileserver.) If you do not know your Network ID, contact University IT Help desk at x52000 for assistance.

You will receive an error message: Cannot verify the identity of the computer you want to connect to. Click CONNECT to connect anyway.
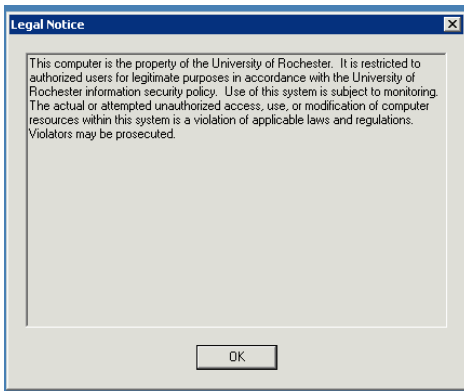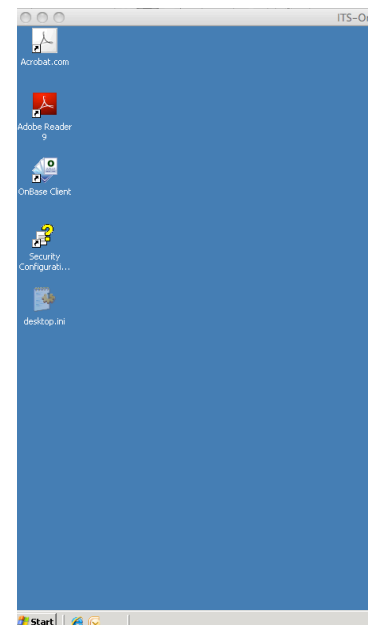
Click OK when the Legal Notice pops up.

Next you'll see a system message reminding you not to install anything to the Remote Desktop. You won't be able to retrieve it later. Click OK.
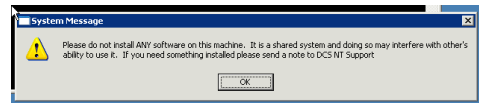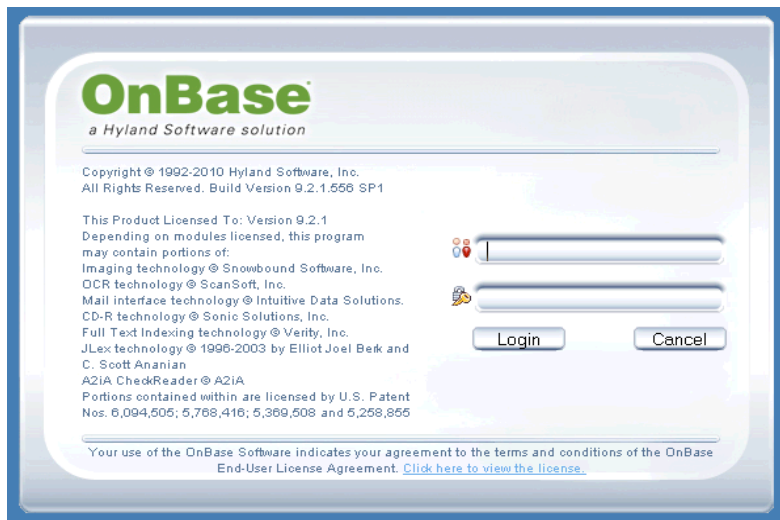
OPEN OnBase and Log IN

Once logged in to Remote Desktop, the OnBase icon in on the left hand side of the screen.
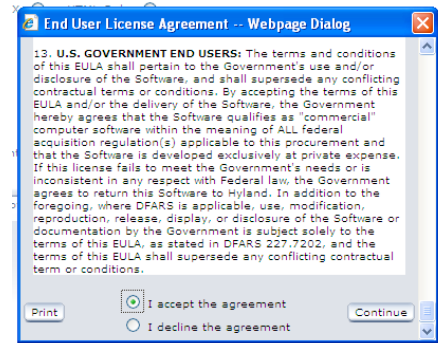
Double Click the icon.

OnBase will open with a window displaying two text boxes. Enter your NET ID into the first box and your PASSWORD for your NetId into the second box.

The first time you login you need to scroll to the bottom to be able to click I accept and continue.

Now you are in the OnBase Electronic Filing system. In order to access your files, you will need to choose the 2nd icon in the menu bar. It is the File Cabinet icon.

You will now have a separate window with 3 boxes down the left side and a large box on the right side. The top box will be named the Pre-Major Advisor File Cabinet. When you click on it you will see a + next to it.
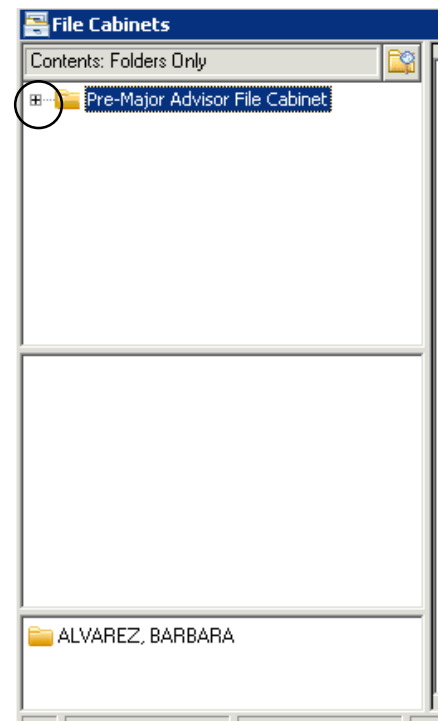
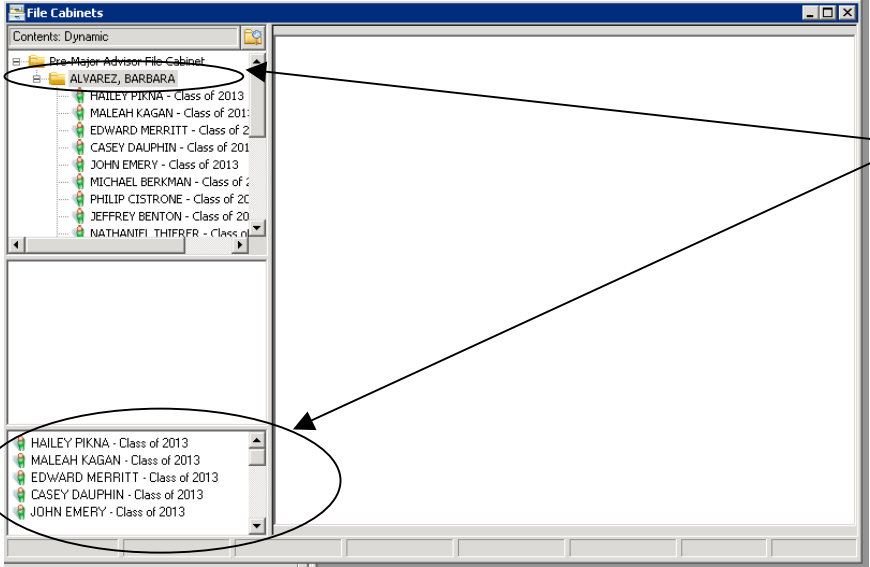Now you will see that your name will appear under the File Cabinet. If you click on your name a + will appear next to it as well. In the bottom left corner you will also see your student files. You can either access them by clicking them in the bottom left corner or click the plus sign next to your name to see them in the top window.

Your students will have their class year after their name. You will see all advisees assigned to you. To view the documents for any of these students

you just need to click on their folder. The documents will then appear in the middle left box. These boxes can be re-sized by clicking in the gray area of the bar and dragging up or down. Be careful as you can drag them over one another and then may not be able to see all of your windows.
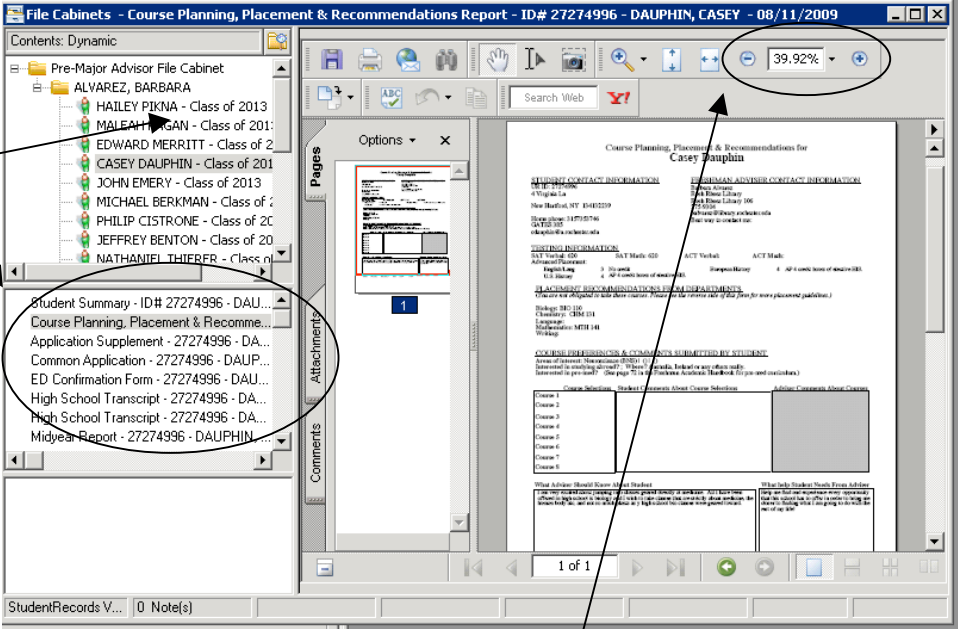
Once you see the documents in the middle box, you can open them by clicking on one and it will appear in the large box on the right. If you want to close the preview part of the screen, you can do so by dragging it closed. You can also enlarge or reduce the document by using the + and – keys in the top menu bar or change the percentage.

In the student file you will see that they each have a Student Summary page, a Course Planning, Placement and Recommendations Report, and their application materials. If they have received AP credit this reports will also be in the student file. The Student Summary includes all information that you would find on the student paper files, including name, ethnicity, sports, post graduate programs, addresses, etc. The Course Planning, Placement and Recommendations Report will give you SAT Information, Orientation Online course choice information, AP information, comments the student thought that you should know, etc. You can print any of these documents by using the print key in the top menu bar as well.

In order to change to another student you just need to double click their name or click the + sign next to their file in the top file area and the next student's documents will appear in the documents box.

Once you are done reviewing your students information, you can exit the system. You will have to close the folder window with the X in the top corner.

**If you are idle in the system for more than 15 minutes, it will log you out so that another person can enter the system.

Also, if you are on a document when you logout or close the system, it will check that document out to you and it will appear on your screen the next time you log into the system.


EXIT OnBase & SHUT DOWN REMOTE DESKTOP

Close OnBase by using the File menu and choosing Exit.

Shut down Remote Desktop (START MENU, SHUT DOWN, LOGOFF)

TROUBLESHOOTING:

You do not know your Network Sign-in information: Contact University IT Help desk at x52000 to obtain your Network Sign-in information.

If you can not connect to the Remote Desktop location: Contact John Ballou to make sure that the correct permissions have been given to allow you to access the Remote Desktop location.
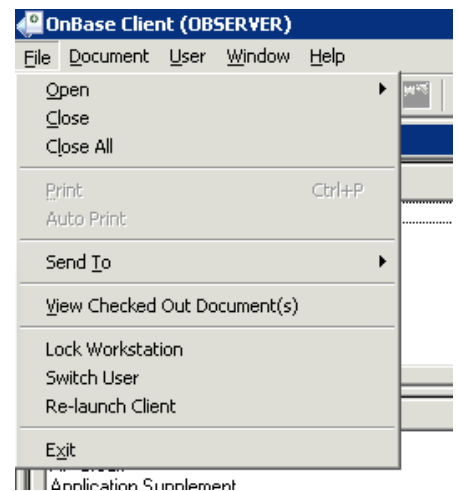
If your NetID and Password do not work for signing into OnBase: Contact John Ballou to make sure that the correct permissions and account name have been given to allow you to access OnBase.