PC Users:
OnBase Electronic Faculty Adviser Folders

OPEN OnBase Web Service and Log IN

Open Internet Explorer and go to https://student-onbase.ur.rochester.edu/appnet/login.aspx If your computer prompts you for a pop-up, allow the site to be added to your trusted sites.
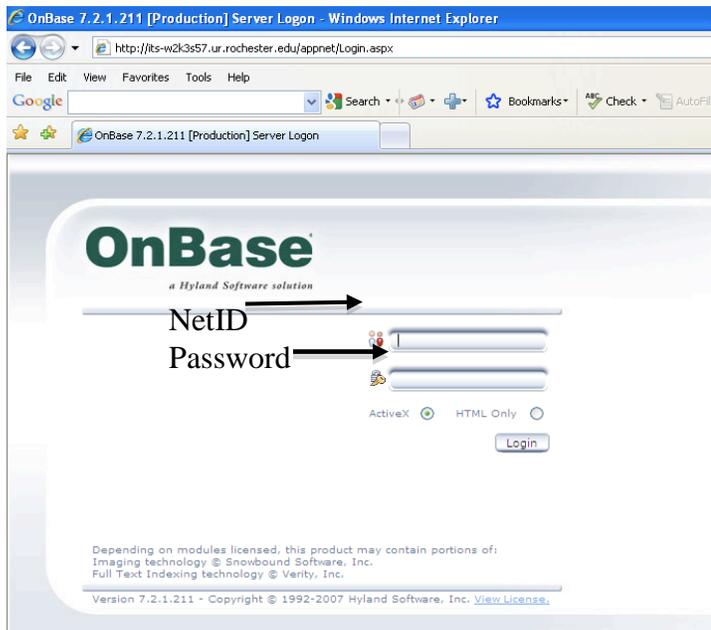
OnBase will open with a window displaying two text boxes. Enter your NET ID into the first box and your PASSWORD for that NetID into the second box.

The first time you log in you will have to accept the terms of the program by scrolling down to the bottom of the box and accept the agreement and hit continue.
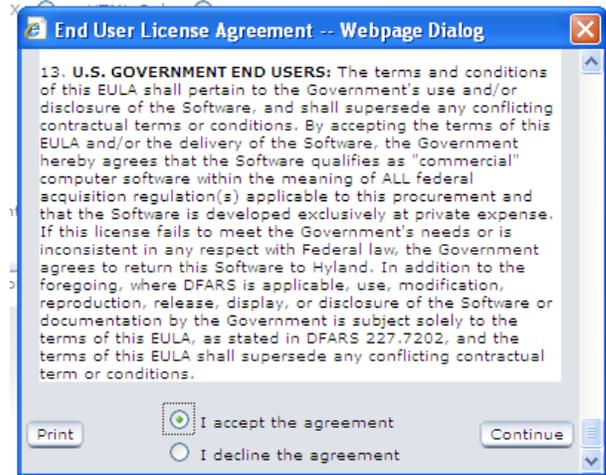
Now you will enter the Electronic Filing System. Under the top menu, next to the word DOCUMENT there is an arrow. Click on the arrow and choose the Folders from the list that is given to you.
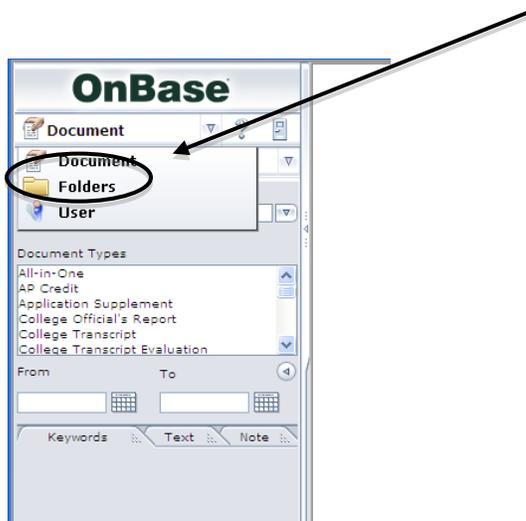
This will open a separate window titled folders window. You will see several boxes down the left side of your screen and a large box on the right. In the top left box you will see a File Cabinet with a set of drawers called the Pre-Major Advisor File Cabinet. Click the + next to the drawers.

OnBase

Folder Type: Dynamic

🌐 File Cabinets
⊞ 🗐 Pre-Major Advisor File Cabinet

You will now see a folder with your name on it. Click the + and you will now see a list of your students. Their Class year will be after their name. You will see both sets of students, class of 2014 and 2015. You will also notice that the folders in the top part of the screen are also in the bottom of the screen.

In Order to see the documents for each student you will need to either double click the folder at the top or bottom or click the + sign next to the top folder. The documents will then appear in the Documents box in the middle of the screen. 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.

OnBase

Folder Type: Dynamic

🌐 File Cabinets
⊟ 🗐 Pre-Major Advisor File Cabinet
  ⊟ 📂 ALGIER, ANNE-MARIE
    ⊞ 📁 CHRISTOPHER CISTRONE – Class of
    ⊞ 📁 COLT JUSTICE – Class of 2012
    ⊞ 📁 DANIEL HUTCHINSON – Class of 201
    ⊞ 📁 DANIEL PAWLIK – Class of 2013
    ⊞ 📁 EMMA DECOTIS – Class of 2013
    ⊞ 📁 GARRETT LEVEY – Class of 2013
    ⊞ 📁 HEATHER CARELLA – Class of 2012
    ⊞ 📁 JASON ALBEN – Class of 2012
    ⊞ 📁 JEROME HOKE – Class of 2013
    ⊞ 📁 KAYLA ARRISON – Class of 2012

Documents

Folders
CHRISTOPHER CISTRONE - Class of 2012
COLT JUSTICE - Class of 2012
DANIEL HUTCHINSON - Class of 2012
DANIEL PAWLIK - Class of 2013
EMMA DECOTIS - Class of 2013
GARRETT LEVEY - Class of 2013

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 not exit the system. You will have to close the folder window with the X in the top corner.
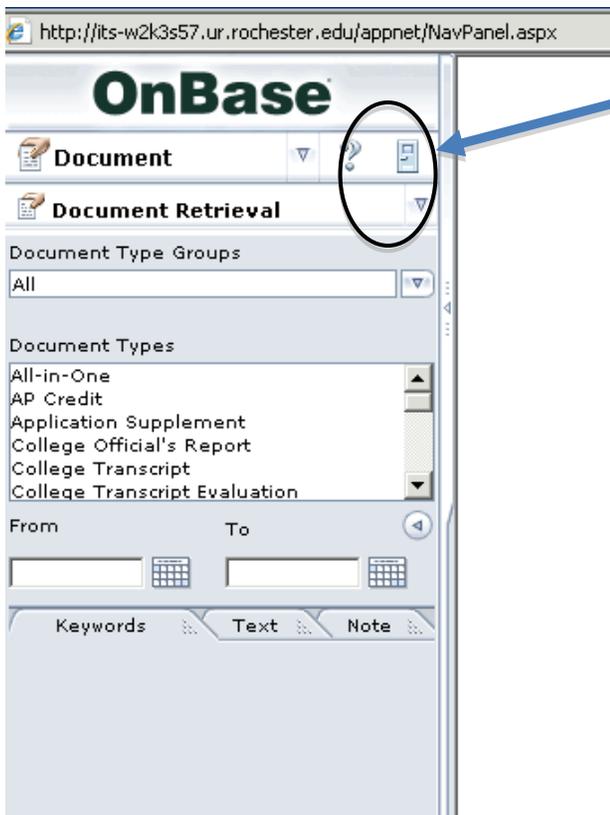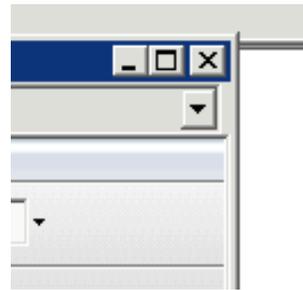
This will put you back into to the opening Document retrieval view. Here you will need to use the exit button to log you off the system. This exit button looks like a door and is next to the word Document. It has a roll over clue as well.

Once you exit the system, you will once again see the sign in box. You can now close your web browser.

**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.

TROUBLESHOOTING:

In order to be allowed to reach the web address listed above you must log into your computer with your own personal network sign-in not a departmental sign-in. If you do not know your personal network sign-in information contact the University IT HELP desk at x52000 for assistance.

If you can not connect to the web address: contact John Ballou at x50989 to make sure that the correct permissions have been given to allow access to the web location.

If your NetID and Password do not work for signing into OnBase: Contact John Ballou at x59089 to make sure that the correct permissions and account name have been given to allow you to access OnBase.

You receive messages about active X components needing to be installed: The OnBase software relies on Active X components to show you the windows in the program. You can obtain an Active X installer to install ALL the Active X components at one time from the FA Adviser web site: http://www.rochester.edu/college/advising/resources.html If you need assistance installing this package, please contact your departmental IT Desktop support person.

Windows do not open: You must have the Active X components installed and allow pop-up windows to open in order to see the folders. You can add the web address *.ur.rochester.edu to your security settings in your IE browser or turn off the pop-up blocker. If you need help doing this see the http://www.rochester.edu/college/advising/resources.html for downloadable instructions (after 8/16/10) .