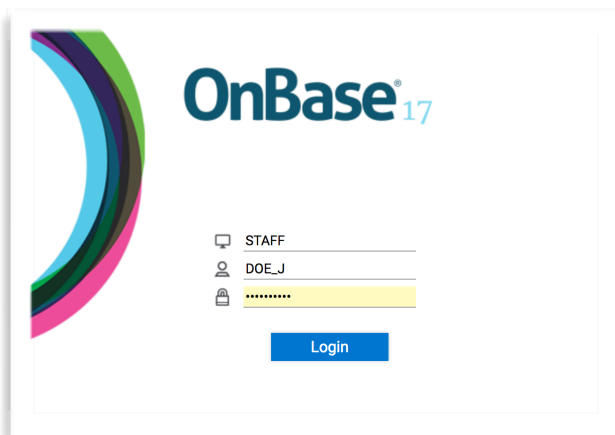


OnBase - Document Imaging

To access a digital document for your department, simply navigate to the following web resource from your office computer with firefox, chrome, or internet explorer.

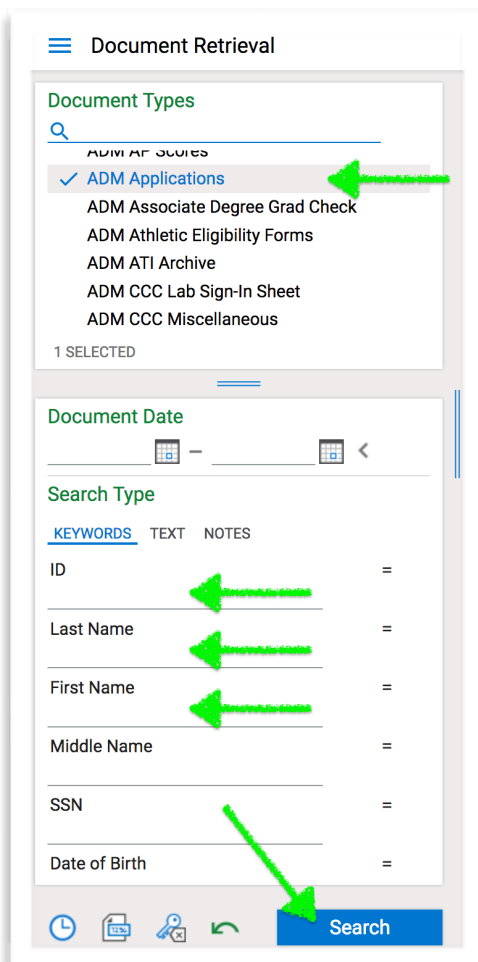


Open a web browser
FireFox works great

Navigate to:
<https://onbase.canyons.edu>

Login with your **user name** and **password**.
(credentials are the same as your email)

tip! *The user-name AUTO capitalizes...*



Once logged in, **select the document type** you need to view.

tip! *To search multiple document types at the same time, hold [ALT] and select the additional document type. ([COMMAND] for mac)*

Fill in the search boxes below to refine your search.

Click **Search**



Double Click on the document you need.

Your document will show up in the bottom right section of the browser window.

The screenshot shows the OnBase Document Retrieval interface. On the left, there is a 'Document Types' list with 'ADM Military Withdrawal Form' selected. Below it is a 'Document Date' calendar for August 2018. A 'Search Type' section has 'KEYWORDS' selected. The main area shows 'Document Search Results' with a table of results. The first result is highlighted in blue. A green arrow points to this row. Below the results is a preview of a document titled 'ADM Military Withdrawal Form for PENA, ANGEL (0285549)'. The document is a 'Veterans Notice of change in schedule' form. A green dashed box highlights the document preview area. At the bottom, there is a 'Search' button and a 'Page 1 / 6' indicator.

DOCUMENT NAME	DOCUMENT DATE
ADM Military Withdrawal Form for (0	5/16
ADM Military Withdrawal Form for (0	5/7/2
ADM Military Withdrawal Form for (03	4/25
ADM Military Withdrawal Form for (03	4/9/2
ADM Military Withdrawal Form for (01	4/9/2
ADM Military Withdrawal Form for (01	4/9/2

Section Number	Class Name	Credit Hours	On-line (Y or N)
30406	Biosci 201	4	N
30412	Biosci 202	4	N

The screenshot shows a right-click context menu for a document. The menu items are: Keywords, History, Notes, Re-Index, Print, Send To, Delete, and Open in New Window. The 'Open in New Window' option is highlighted in blue.

Tip! Right click on the document and select **Open In New Window** for a larger view.

Super Mega Plus Tip!

Move that new window to your second monitor and start a new search for another document type to maximize your desktop real-estate.