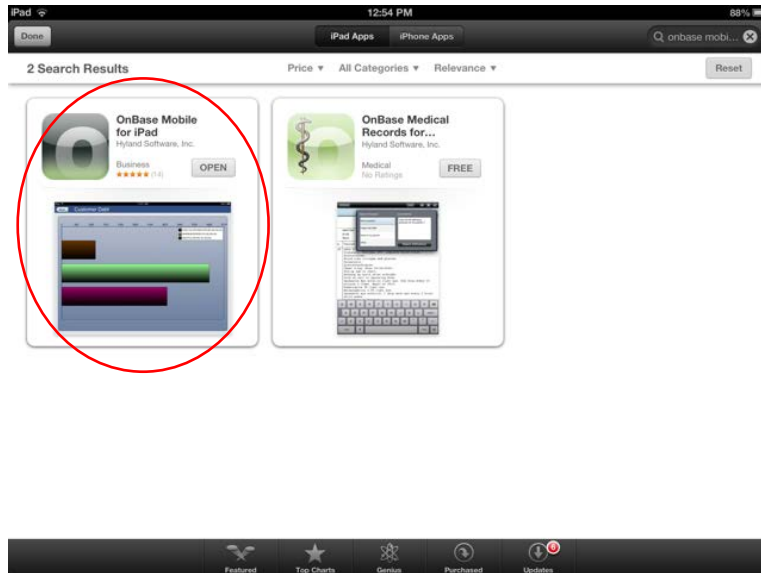# Quick Reference Guide

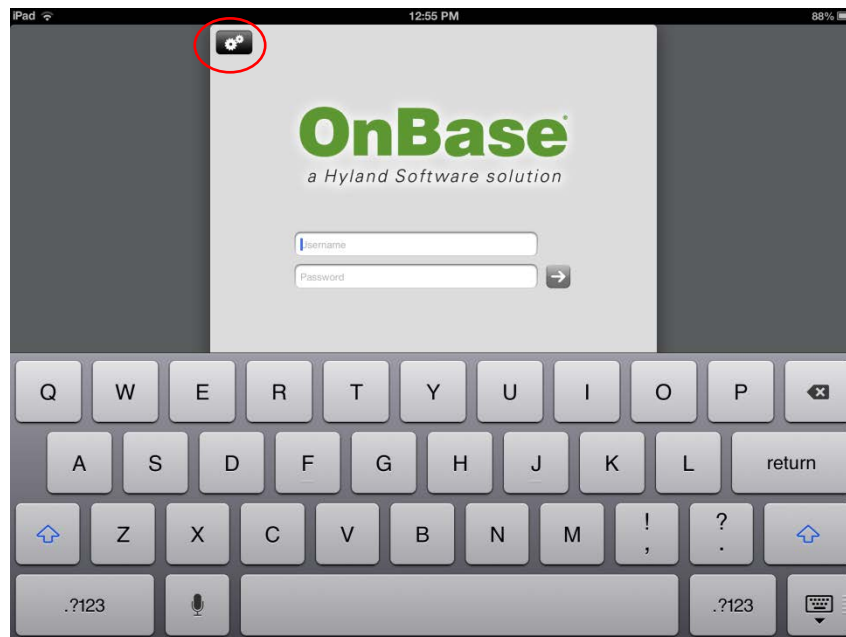# Installing and Configuring iPad OnBase App

Introduction

Below are instructions on how to configure your iPad to use Millersville University's OnBase system. OnBase iPad app supports iOS 5.0 or later. It is strongly advised to add a passcode to lock your iPad. OnBase does timeout if it is not used for greater than 30 minutes, however, locking your iPad would add a layer of security to OnBase as well as your iPad data.

1. Go to the App Store and Search for "OnBase mobile". Selec the "OnBase Mobile for iPad" app.
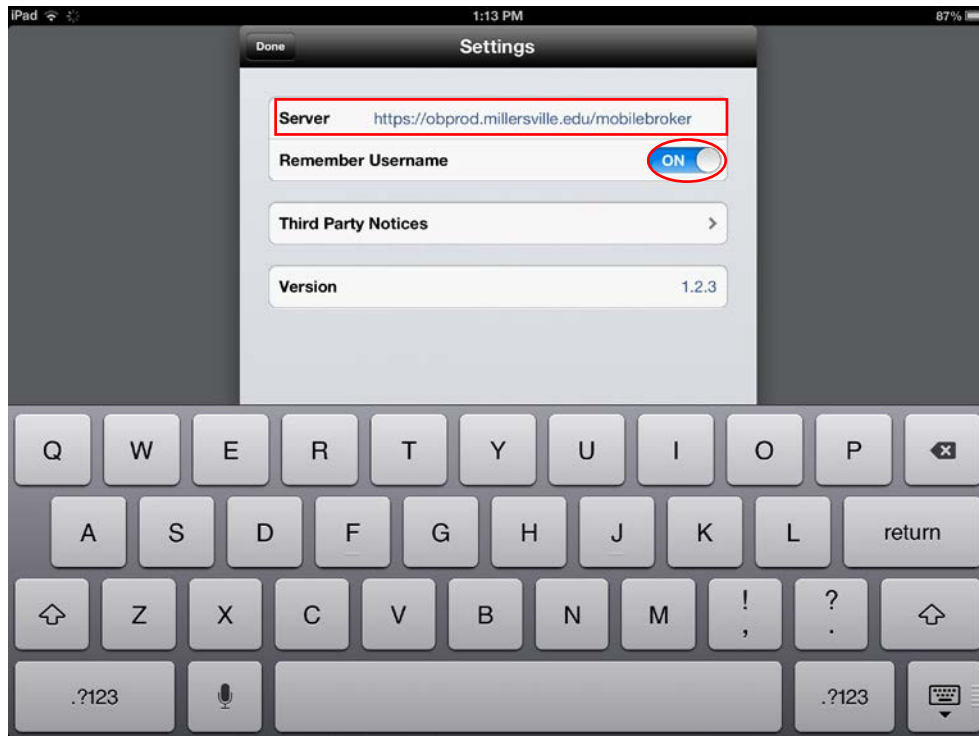

2. Once the OnBase app is installed open it and click on the gears in the upper left hand corner. This will take you to the settings where you will configure the app to communicate with Millersville's OnBase system.

3. Type the server information in the settings window.
   https://obprod.millersville.edu/mobilebroker

   Turn the "Remember Username "on.

You have completed the steps for setting up your iPad to use OnBase.

If you would like more information on how to use this app, please contact the Help Desk and they will direct you to additional documentation.

If you are experiencing technical

difficulties, please contact the Help Desk at

(717) 871-7777.