Quick Reference Guide

Graduate Admission Workflow for Program Committee Members

Introduction:
Graduate Applicants can be reviewed using OnBase Workflow. The application will be removed from workflow once the program coordinator makes their recommendation. The program coordinator and committee members will be notified by email when an applicant is ready to be reviewed.

1. Locate and double click on the “Hyland Unity Client” icon on your desktop. If you don't have it, contact Technical Assistant Center at (717) 871-7777 and request that OnBase be installed on your machine.

![Hyland Unity Client Icon](image)

2. Log into OnBase using your domain/email username and password. If you don’t have access, contact the Graduate Admission’s Office.

3. Select the “Workflow” button on the top ribbon.

![OnBase Workflow Interface](image)

4. Your workflow tab will list all the workflow life cycles you have access to. Expand the “CGPS – Committee Member” Life Cycle. There is one applicant waiting to be reviewed.

![Workflow Life Cycles](image)
5. Select an applicant to review. You may add a note to the application for the program coordinator and other committee members to view. Program faculty and Graduate Admissions have read access to the notes.
6. Type your comments in the note and it will automatically be saved.

You have completed the steps on reviewing graduate applications in OnBase.