Quick Reference Guide
Graduate Admission Workflow for Program Coordinator

Introduction:
Graduate Applicants can be reviewed and recommended using OnBase Workflow. The program coordinator and committee members will be notified by email when an applicant is ready to be reviewed and recommended.

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 871-2371 and request that OnBase be installed on your machine.

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

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

4. Your workflow tab will list all the workflow life cycles you have access to. Expand the “CGPS – Graduate Application Process” Life Cycle.
5. Select an applicant to review their application documents.

6. When you click on an applicant, their application opens, and a list of admission documents opens.

7. Once you are ready to make a recommendation decision, click on the “Recommendation Form” button/task on the upper ribbon. This will open up a “Department Recommendation” form.
8. Fill out the form and submit it to the Graduate Admission’s Office.

You have completed the steps on recommending a Graduate Applicant.