Quick Reference Guide
Graduate Assistant Application Renewal

Introduction:
You can easily renew a Graduate Assistant using the OnBase renewal form.

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. Select the “Forms” button on the top ribbon.

3. Select the Assistantship Renewal Form.
4. Fill in the form completely and “Submit” the form. Submitting the Department Selection form will route the form to the Graduate Studies office/Graduate Assistant Coordinator.

You have completed the steps for renewing your Graduate Assistant.