Quick Reference Guide
Graduate Assistant Application Renewal

Note:
Create your OnBase accounting by logging in for the first time. You will have basic minimal privileges. To gain access to the graduate assistantship renewal form, contact the Graduate Office and ask them to set you up to be able to select a Graduate Assistant.

Introduction:
Renew graduate assistantship assignments by using the form in OnBase.

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.

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.