Quick Reference Guide
Graduate Assistant Application Selection

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:
Graduate Assistants can be reviewed and selected using OnBase Workflow. Your selection form will be submitted to College of Graduate Studies and Adult Learning using OnBase. If you want to renew your graduate assistant you can use the link in these instructions.

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 “Workflow” button on the top ribbon.
3. Your workflow tab will list all the workflow life cycles you have access to. Expand the “CGPS – Graduate Assistantship Applications” Life Cycle.

4. Once you expand the “CGPS – Graduate Assistantship Applications” Life Cycle, you will see all the workflow queues you have access to. You will only see one workflow queue called “Select Graduate Assistant”. The number indicates how many applicants exist in the Graduate Assistant application pool. In this case there are only 132 applications in the pool. The Inbox window will display all the applicants that are in the pool. They are in alphabetical order by major. Click on one applicant to see their Graduate Assistant Application.

<table>
<thead>
<tr>
<th>GA Major</th>
<th>Document Date</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART EDUCATION</td>
<td>2/1/2013</td>
<td>DIANE</td>
<td></td>
</tr>
<tr>
<td>EMERGENCY MANAGEMENT</td>
<td>6/1/2012</td>
<td>JAMES</td>
<td></td>
</tr>
<tr>
<td>EMERGENCY MANAGEMENT</td>
<td>2/1/2013</td>
<td>AMIR</td>
<td></td>
</tr>
<tr>
<td>EMERGENCY MANAGEMENT</td>
<td>2/1/2013</td>
<td>SARA</td>
<td></td>
</tr>
</tbody>
</table>

The Inbox window will display all the applicants that are in the pool. They are in alphabetical order by major. Click on one applicant to see their Graduate Assistant Application.
5. Click on one of the applicants to see their Graduate Assistant Application in the “Document Viewer” window. The “Related Items” panel will give you access to the Graduate Assistant Applicant’s resume and recommendation forms. In this scenario, the resume documents were not received, therefore there are no resume documents available in Onbase. However, there are recommendation document available for viewing.

6. Once you are ready to select an applicant, click on the “Choose Applicant” button/task on the upper ribbon. This will open up a “Graduate Assistantship: Department Selection” form.
7. The form will open and prefill the student id and name.

8. 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 may proceed to select another applicant by following the same procedures.

You have completed the steps on selecting a Graduate Applicant.