Quick Reference Guide
Graduate Admission Workflow for Committee Members

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. Login to OnBase using the same username and password as your Millersville email or domain account. [https://obprod.millersville.edu/AppNet/Login.aspx](https://obprod.millersville.edu/AppNet/Login.aspx)

2. Make sure you are in Workflow mode. Click on the drop down and select “Workflow”.
3. After you select “Workflow” a new window will open. Maximize the workflow window. In the “Life Cycle View”, click/expand the “CGPS – Committee Member”.

![Workflow Window]

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

![Application with Notes]

You have completed the steps for reviewing graduate applicants.