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. 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”. “Document” is for retrieval of previously processed applicants.

4. When you click on an applicant, their application opens and a list of admission documents are displayed. 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.
5. Fill out the recommendation form and submit the form to the Graduate Admission's Office.

- Student is encouraged to reapply for another semester?
- Department recommends that applicant be granted permission to pursue post-bac available basis.

Additional Remarks

Submit to Graduate Admissions  Cancel

You have completed the steps on recommending a Graduate Applicant.