Quick Reference – Administering User Groups

1. Locate and double click on the “Hyland Unity Client” icon on your desktop. Onbase can be installed on your machine by contacting the Technical Assistant Center at 871-2371.

2. Log into OnBase using your Millersville domain account. The username will type/display as all caps, however, the password will not.
NAVIGATE TO THE USER ADMINISTRATION

1. Click “Unity” icon in top left corner of screen.
2. Click on “User Administration”
3. Highlight user to edit and click on “User Groups” icon
4. Add or remove groups as appropriate.
   (On the right are current groups the user is in, on the left are potential user groups.)

You have completed the steps of administering user groups.