Quick Reference Guide
Graduate Assistant Application Selection

Introduction
Below are instructions on how to select a Graduate Assistant using the OnBase web client. Typically, you would only use this web client if you are off campus or a Mac user. On-Campus Window’s users are encouraged to use OnBase Unity client.

Browser Support
Internet Explorer and Firefox 17 ESR are the only two browsers supported. If you are a Mac user, please contact the Help Desk (X2371) for assistance installing Firefox 17 ESR.

1. Use the following link to start up the Web version of OnBase 12. If you bookmark the page, you will have easy access in the future.

   https://obprod.millersville.edu/AppNet/Login.aspx

2. Log into OnBase using your Millersville domain account. The username will type all caps, however, the password will not.
3. Click the top dropdown menu and select “Workflow.”

4. A second Workflow window will open up. Click the plus sign next to “CGPS – Graduate Assistantship Applications” and then Click on “Select Graduate Assistant” and a list of current applicants in the workflow queue will appear to the right. All of the applicants will be listed in alphabetical order by major.
5. Click on one applicant’s name to see their Graduate Assistant Application.

6. The “Work Folder” at the top left portion of the screen will give you access to the Graduate Assistant Applicant’s resume and recommendation forms which will be displayed in the bottom section. If you wish to return to the student’s application, click once more on the applicant’s name.
7. Once you are ready to select an applicant, click on the “Choose Applicant” button in the middle of the screen. This will open up a “User Interaction” section, and display the “Graduate Assistantship : Department Selection” form.
8. If it is difficult to see the form you can resize the windows by placing your mouse over the borders of each section; when you see a double sided arrow you can click and drag the section to expand its area on your screen.

9. 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. The applicant you selected will remain in the application pool until the applicant has been hired. Therefore, other Graduate Assistant Supervisors can continue to select that applicant.

You have completed the steps of selecting a Graduate Applicant.

Questions about the Workflow, please contact Graduate Office at X3721.

Technical Difficulties, please contact the Help Desk at X2371.