Quick Reference Guide
Graduate Assistant Application Renewal

Introduction
Below are instructions on how renew 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 Windows 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. From the first drop down menu select “Document.”

4. From the second dropdown located to the right of Document Retrieval, select “New Form.”

5. Select the Assistantship Renewal Form.
6. 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. The Graduate Studies Office will inform you whether the applicant accepts or denies the offer of employment.

You have completed the steps of renewing a Graduate Applicant.

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

Technical Difficulties, please contact the Help Desk at X2371.