Quick Reference Guide
Graduate Assistant Application Renewal

Introduction
Below are instructions on how to create a Graduate Assistant Application for Renewal 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
OnBase is supported by Internet Explorer & Safari. Specifically it is supported by Internet Explorer 9, 10, 11 and Safari 5.1.10+, 6.0.5+, 6.2.0+, 7.1.0+, 8.0.0+ and Firefox ESR 31.

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.

![OnBase Login](image-url)
3. From the first drop down menu select “Document.” From the second dropdown below “Document”, select “New Form.”

4. Select the Assistantship Renewal Form.
5. 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.

Technical Difficulties,

please contact the Help Desk at (717) 871-7777.