Graduation Application (Undergraduate)

Use OnBase Unity Client to access graduation applications instead of using the links within each email.

**STEP 1 of 4:** You must be on a windows desktop. If you are working remotely, you must be connected to VPN. You also have the option of using VMWare to connect to an on-campus Windows desktop. The OnBase Unity icon looks like this.

**STEP 2 of 4:** After logging into OnBase “Unity Client”, maximize the window to help with readability. Then click on “Workflow” icon on the top ribbon.

**STEP 3 of 4:** Once in Workflow, ensure your layout is “Simple” for readability.
STEP 4 of 4: Then Click on the Life Cycle called “RO Graduation Application (Undergraduate)” and it should expand so you can see two queues. From here you can click on each graduation application and approve/decline/comment and submit.