Graduate Assistant - Select or Renew

Quick Reference Guide

Note:
Create your OnBase account by logging in for the first time. You will have basic minimal privileges. To gain access to the graduate assistantship renewal form, contact the Graduate Office and ask them to set you up to be able to select a Graduate Assistant.

Introduction:
Graduate Assistants can be Selected and Renewed in OnBase

1. Locate and double click on the “Hyland Unity Client” icon on your desktop. If you don’t have it, contact the Help Desk at (717) 871-7777 and request that OnBase be installed on your machine.

2. When you first log in you will be presented with tiles. Find the ones in the Graduate Assistantship group.

• Click on “Renew Current” or “Select New GA”

Graduate Assistantship
a. Renew Current GA

- Click on words “Renew Current”
- A Form will open
- Fill in the form completely and “Submit” the form. Submitting the form will route the form to the Graduate Studies office/Graduate Assistant Coordinator.

b. Select New GA Tile

- Click on words “Select New GA”
• Onbase will display all students who have applied to be an Graduate Assistant.

• Click on one of the applicants to see their Graduate Assistant Application in the “Primary Viewer”. The “Related Items” panel will give you access to the Graduate Assistant Applicant’s resume and recommendation forms if they are available.
• Once you are ready to select an applicant, click on the “Choose Applicant” button/task on the upper ribbon. This will open up a “Graduate Assistantship: Department Selection” form.
• The form will open and prefill the student id and name.

• 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.
You have completed the steps for selecting or renewing your Graduate Assistant.

OLD Documentation Links Preserved (11/3/17):

Select a new Graduate Assistant
Windows (OnBase Unity)

Renew an existing Graduate Assistant's Employment
Windows (OnBase Unity)