

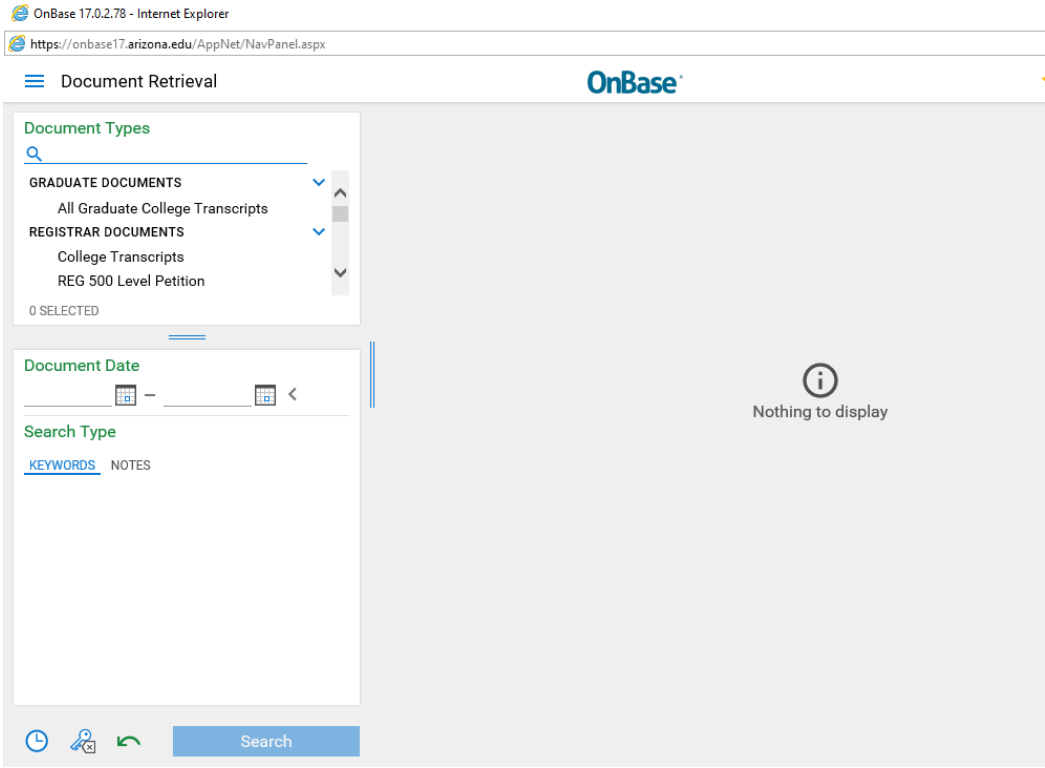
# Resource Guide. Viewing Transcripts in OnBase

Below is an outline on how to view a College transcript in OnBase. College transcripts are available in a variety of different document types in OnBase and may require searching the different document types for all results.

## General Information

- The preferred browser for use with OnBase is Internet Explorer. Other browsers can cause compatibility or licensing issues and are not recommended. **Do not use Chrome.**
- When not in use, users should log out of OnBase. This can be done by clicking on your name in the OnBase client (top right corner) and selecting Logout. OnBase operates on a license system so it is important to free up a license when not in use.

## Process

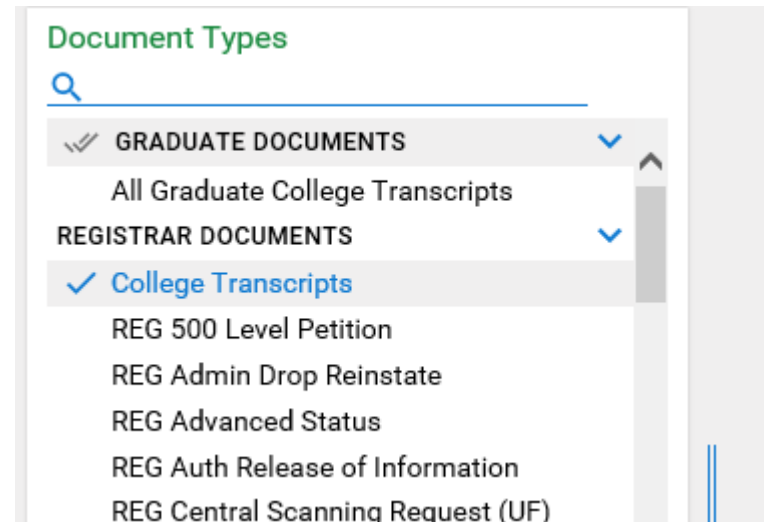
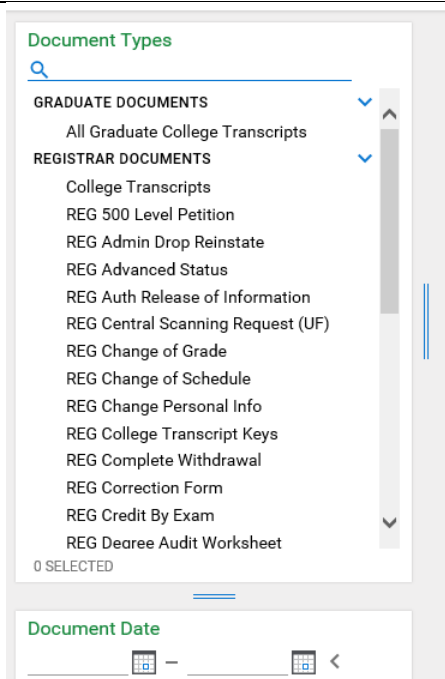
<p>1. Access the OnBase web client <a href="#">Link here.</a></p>	
<p>2. Upon logging in you will arrive at this page.</p>	



3. Using the **Document Types** pane, scroll to find the document type you would like to view. Click the document type to select it. You should see a blue check mark appear when a document type is selected.

To select multiple document types at once, hold the Ctrl key and click on each desired document type.

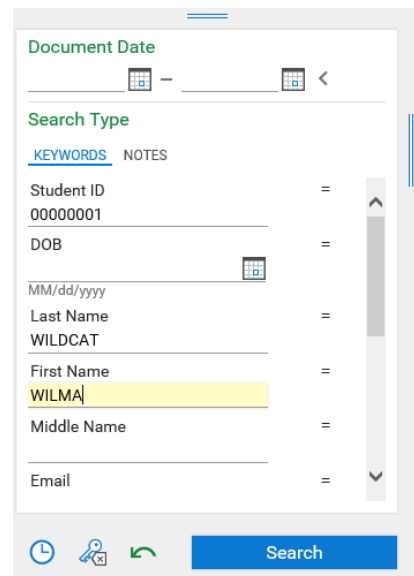
**Note:** When looking for transcripts the College Transcripts, REG Dup College Transcripts, and REG Unofficial Transcripts are all important places to look.



4. Using the **Search Type** pane, enter the search criteria.

Once you have filled in your criteria click the **Search** button.

**Note:** Student ID or a combination of Last/First Name are the most common searches for transcripts. Some transcripts can only be located under ID or by Name.





5. Any results from the search will now populate the **Document Search Results** pane.

Documents found will display: Name, Student ID (if available), DoB (if available), Institution Code, and Entry Date.

To select a document to view, double click the row.

**Document Search Results**  
Drag a column header here to group by that column.

DOCUMENT NAME	DOCUMENT DATE
College Transcripts for [REDACTED] DOB: [REDACTED] - 0155 - 4/3/2020	4/3/2020
College Transcripts for [REDACTED] DOB: [REDACTED] - 0270 - 4/3/2020	4/3/2020

Items: 2

6. Upon selecting to view a document you should see it appear in the viewing pane just below.

To move between documents double click a different document row in the **Document Search Results** pane.

**Document Search Results**  
Drag a column header here to group by that column.

DOCUMENT NAME	DOCUMENT DATE
College Transcripts for [REDACTED] DOB: [REDACTED] - 0155 - 4/3/2020	4/3/2020
College Transcripts for [REDACTED] DOB: [REDACTED] - 0270 - 4/3/2020	4/3/2020

Items: 2

College Transcripts for [REDACTED] DOB: [REDACTED] - 0155 - 4/3/2020

College Transcripts for [REDACTED] DOB: [REDACTED] - 0155 - 4/3/2020

Print Date : 2020-03-26

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1