

## OnBase: Access and Logging In

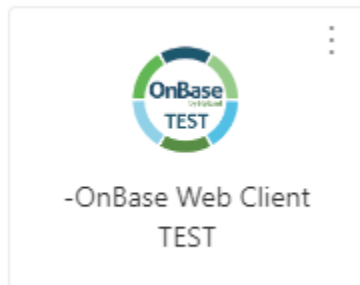
Introduction .....	1
Access.....	1
Logging In .....	1

### Introduction

This guide will show how to access and log in to OnBase.

### Access

1. The web client is at [myapps.southernct.edu](http://myapps.southernct.edu)
  - a. If the web client isn't there your supervisor should create a helpdesk ticket to request access. Be sure to specify what type of documents you should be granted access to.



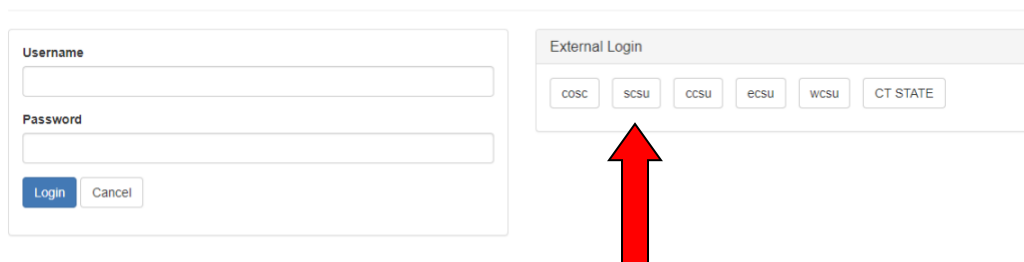
2. The unity client
  - a. The unity client is available on windows computers through the company portal. If the unity client is not available create a helpdesk ticket specifying the reason why the web client is not sufficient for your use.

### Logging In

3. Don't enter username and password, instead click SCSU to use single sign on.



### Login



The image shows a screenshot of the login page. On the left, there is a form with two input fields: "Username" and "Password". Below these fields are two buttons: "Login" and "Cancel". On the right, there is a section titled "External Login" containing a row of six buttons: "cosc", "scsu", "ccsu", "ecsu", "wcsu", and "CT STATE". A red arrow points to the "scsu" button.