OnBase: Access and Logging In

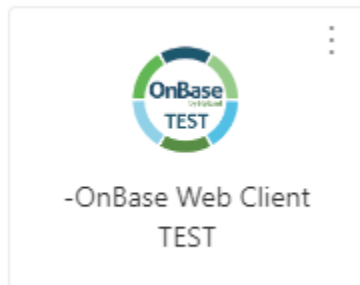## Introduction

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

Access

1. The web client is at 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.
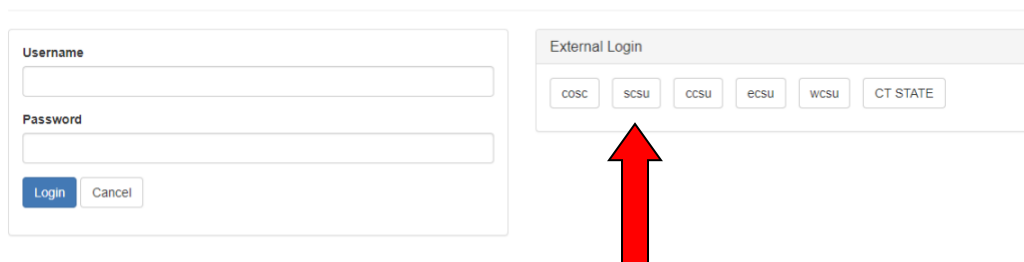

2. The unity client
   a. The unity client is available on windows computers through the company portal. If the unity client is not available create a helpdesk ticket specifying the reason why the web client is not sufficient for your use.

Logging In

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