

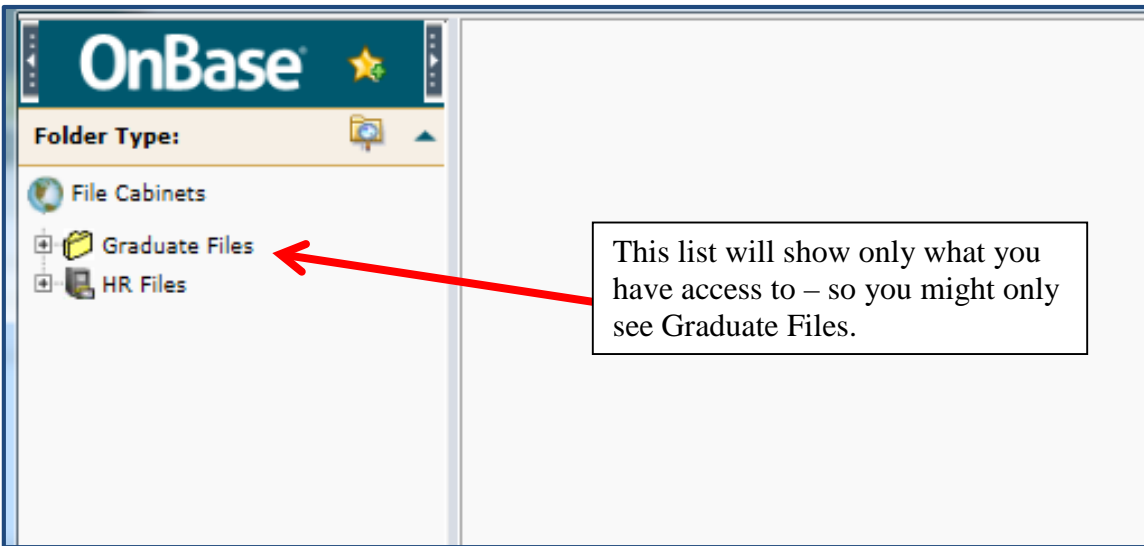
A SHORT GUIDE TO ACCESSING GRADUATE ASSISTANTSHIP APPLICATIONS

ABOUT THIS GUIDE

This guide is meant as a companion guide to the more comprehensive OnBase Graduate Advising User Guide. This guide only addresses how to search for graduate assistantship applications. You can query GA applications by specific departments/areas or specific students.

Once you login to the OnBase Web Client, you will see this screen. Select the down arrow next to Document in the navigation panel and select FOLDERS.

Once you have selected FOLDERS, you will see a screen like the one below.



Click on Graduate Files and you will see a Search dialog like the one.



The screenshot shows a 'Find Folder -- Webpage Dialog' window. The 'Folder Type' dropdown is set to 'Graduate Folder'. Below it, there are several search criteria fields, each followed by an equals sign: 'Student Name', 'E ID', '(A99999999) Department', 'GA App Department', and 'Term'. Each field has a corresponding input box. At the bottom of the dialog, there are three buttons: 'Find', 'Clear', and 'Cancel'.

To search for graduate assistant applications for your department/area, select the department/area name from GA App Department drop-down. You must use the names in the GA department field when searching. See example on the screen below.

Find Folder -- Webpage Dialog

Folder Type

Graduate Folder

Student Name =

E ID =

(A99999999)

Department =

GA App Department =

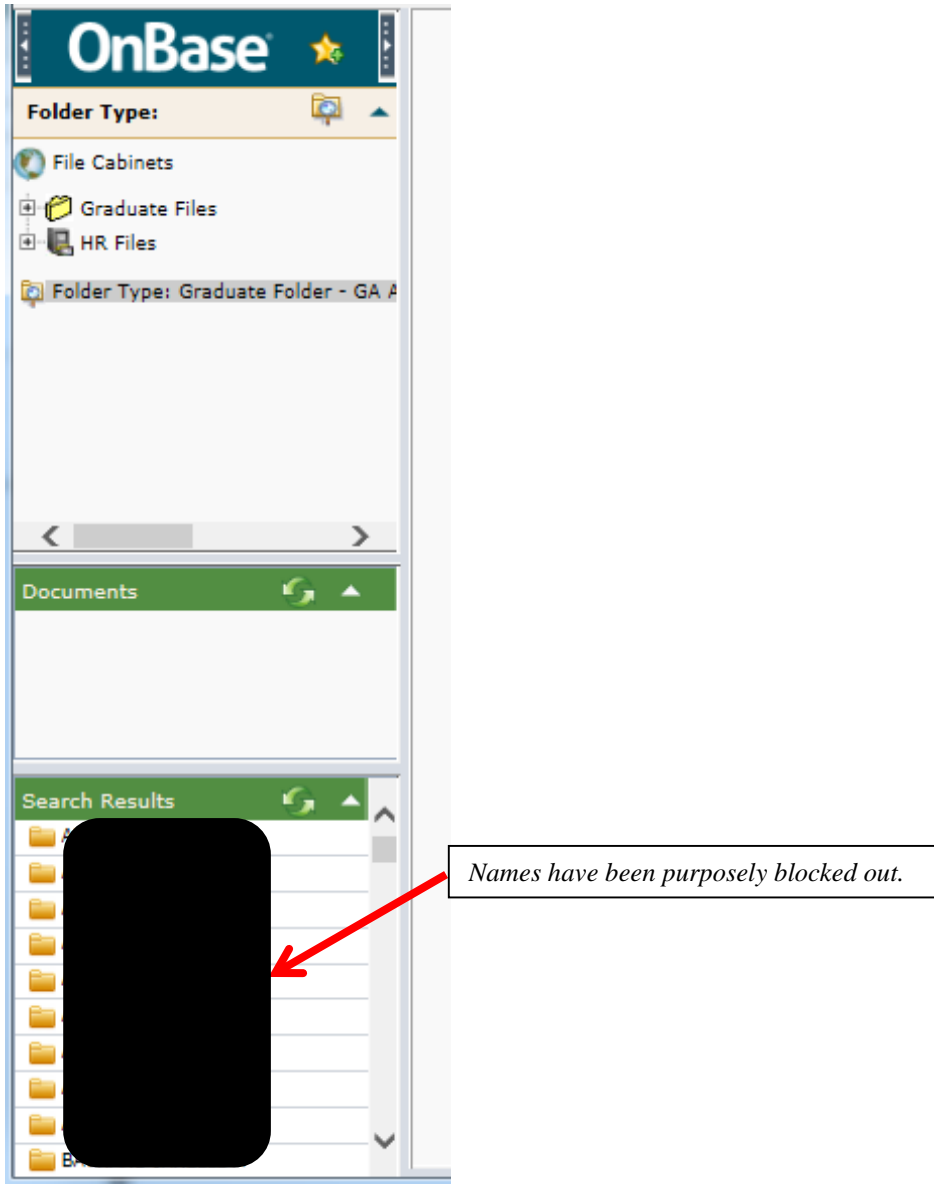
INTERNATIONAL EDUCATION

Term

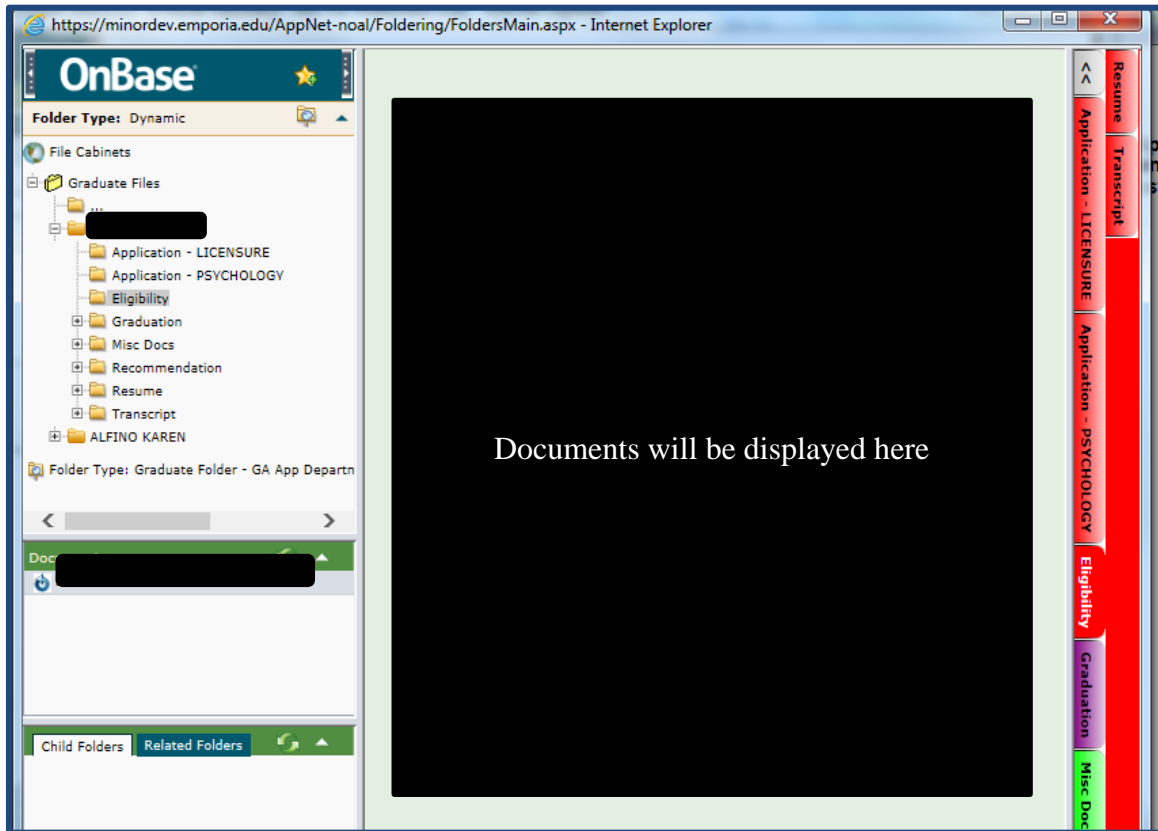
Find Clear Cancel

Once you have selected your department/area name and clicked the FIND key, your search results will be listed on the bottom left panel so you can select student folders at your convenience. See the screen sample below. Simply double-click on the student's name and their folder will be displayed.

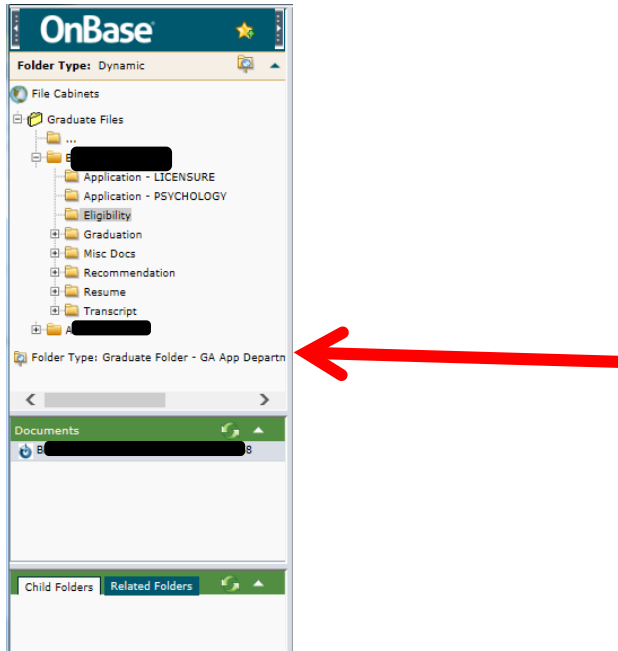
You can also search for individual students. You can search by either EID or name. It is recommended you to use the wildcard search if using name. Simply put the student's last name followed by an asterisk. You can then select from students listed.



The student's folder will look similar to the screen print below. Document types are color coded with the Graduate Assistantship Application in a gold colored folder. Simply click on the tab for the documents you want to review. To return to a full view of all tabs, just click on the two small up arrows at the top of the tab listing.



To continue accessing the student folders in the list, just click on Folder Type: Graduate Folder in the left upper column and the search results will reappear on the bottom left. See example below.



If you are unable to find information you need in this guide or in the Web Help system, check the more comprehensive Graduate Advisor Guide or contact the IT HelpDesk at extension 5555, toll free at 877-341-555 or via email to helpdesk@emporia.edu.