How to use SkyLab to access OnBase

The **OnBase Web client** is primarily accessed from Chrome or Firefox (not Safari, Internet Explorer not recommended) on the ESU network. This is not always possible, and there can be issues with browser compatibility and settings (especially Internet Explorer) when using a personal device or when accessing OnBase from off the ESU network.

Some people may prefer or be required to use the **OnBase Unity client**. The OnBase Unity client is software that may be installed on Windows PCs, but is not available to Mac users.

SkyLab is a remote Windows environment where the user can access OnBase as if from an on-campus PC. This even makes it possible for users to access OnBase from Mac computers and mobile devices.

If you are using a Mac, first download Microsoft Remote Desktop from the App Store.

To access SkyLab, follow the steps below (best with Chrome or Firefox).

- 1) Connect to SkyLab (also found at https://www.hornet365.com/).
 - a. Go to <u>https://skylab2.emporia.edu/RDWeb/Pages/en-</u> <u>US/login.aspx?ReturnUrl=/RDWeb/Pages/en-US/Default.aspx</u>
 - b. Login using "esuad\" in front of your userid (ex: esuad\pdelmott). Use your usual network password.

		👫 RD Web Ac
SkyLab		EMPORIA STATE UNIVERSITY = INDOMATHIN TROUNDAGY
		Help
	Enter [esuad/gdelmott ESUAD/UserID: Password: •••••••••• Security [show explanation] • This is a public or shared computer • This is a private computer Sign in	
	To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.	
Windows Server 2016		Microsof

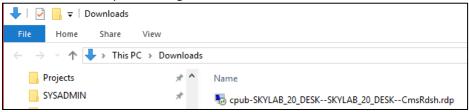
c. Select Skylab 2.0 Employee Desktop.

s	RemoteApp and	ab 2.	ection			
	folder: /	InfoPath Designer 2013	InfoPath Filler 2013	onte PC	Skylab 2.0 (Desktop)	SKYLAB 2.0 (EMPLOYEE DESK-TOP)

d. Click Save File, OK. (Mac users refer to screenshots at the end of this document.)

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You have chosen to	o open:	
둸 cpub-SKYLA	B_20_DESKSKYLAB_20_DESKCmsRdsh.rdp	
which is: Rer	note Desktop Connection	
from: https:/	/skylab2.emporia.edu	
What should Firef	ox do with this file?	
○ <u>O</u> pen with	Remote Desktop Connection (default) \sim	
Save File		
Do this <u>a</u> uto	matically for files like this from now on.	
	OK Cancel	

This will save a link in your Downloads folder. If you save and use this link, you will never need the steps above again. Double click the link:



Click Connect. Enter your network password.

퉣 Rem	ote Desktop Connecti	on	×
0)o you trust the publ	isher of this remote connection?	
	ote connection could ha u connect.	m your local or remote computer. Make sure that you trust the publisher	
	Publisher:	<u>*.emporia.edu</u>	
-00	Туре:	Remote Desktop Connection	
	Remote computer:	CAVE2.ESUAD.DS	
	Gateway server:	redrobin2.emporia.edu	
_	ask me again for remote w Details	connections from this publisher Connect Cance	el

2) To make autologin work so you don't have to type your user name and password, and to eliminate weird OnBase problems, run:

X:\OnBase\OnBase Settings\OnBaseSettings.reg

- 3) To use the **OnBase Web client** using Chrome or Firefox, click <u>https://www.emporia.edu/onbase</u> and click the first link on that page.
- 4) To install the **OnBase Unity client**



- a. Double click this icon:
- b. Click Install:

Application Install - Security Warning	×
Publisher cannot be verified. Are you sure you want to install this application?	Ś
Name: Hyland Unity Client [obprod] From (Hover over the string below to see the full domain): obwebprod.emporia.edu	
Publisher: Unknown Publisher	
Install	Don't Install
While applications from the Internet can be useful, they can potentially harm you do not trust the source, do not install this software. <u>More Information</u>	your computer. If

c. Once it is installed (2-3 min), there will be a new icon on your desktop that you will click to open from now on.



More OnBase documentation can be found at <u>https://www.emporia.edu/it/onbase/docs.html</u>.

Log out of the remote desktop session (cave2.esuad.ds) when finished.

Screenshots for Mac users:

- Follow screenshots above for a-c.
- Click Done.

Config User Name: esuad\pdelmott	cel
Password:	-

• Click continue

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S		t "CAVE2.ESUAD.DS". The certificate certificate. Your connection may not be
	Show Certificate	Cancel Continue
continu	e	
	The second	t "CAVE2.ESUAD.DS". The certificate certificate. Your connection may not be
Always tru:	st "*.emporia.edu" when connecting to "CA	VE2.ESUAD.DS"
DigiCer	t Global Root CA	VE2.ESUAD.DS"
■ DigiCert → 100 Dig		VE2.ESUAD.DS"
⊒ DigiCeri ⊶ 🔯 Dig	t Global Root CA iCert SHA2 Secure Server CA	VE2.ESUAD.DS"
DigiCeri Gottificate Certificate Marked Trust	t Global Root CA iCert SHA2 Secure Server CA *emporia.edu Issued by: DigiCert SHA2 Secure Serve Expires: Saturday, October 31, 2020 at © "*emporia.edu" certificate name doe	r CA 7:00:00 AM Central Daylight Time
DigiCert	t Global Root CA iCert SHA2 Secure Server CA *emporia.edu Issued by: DigiCert SHA2 Secure Serve Expires: Saturday, October 31, 2020 at © "*emporia.edu" certificate name doe	r CA 7:00:00 AM Central Daylight Time

• Click Update Settings

You are mak Trust Settin	ting changes to your Certificate gs.
	sword to allow this.
User Name:	Patty Delmott
Password:	