

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 <https://skylab2.emporia.edu/RDWeb/Pages/en-US/login.aspx?ReturnUrl=/RDWeb/Pages/en-US/Default.aspx>
 - b. Login using “esud\” in front of your userid (ex: esud\pdelmott). Use your usual network password.

RD Web Access

SkyLab 2.0
RemoteApp and Desktop Connection

EMPORIA STATE
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INFORMATION TECHNOLOGY

Help

Enter ESUAD\UserId: esud\pdelmott

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.

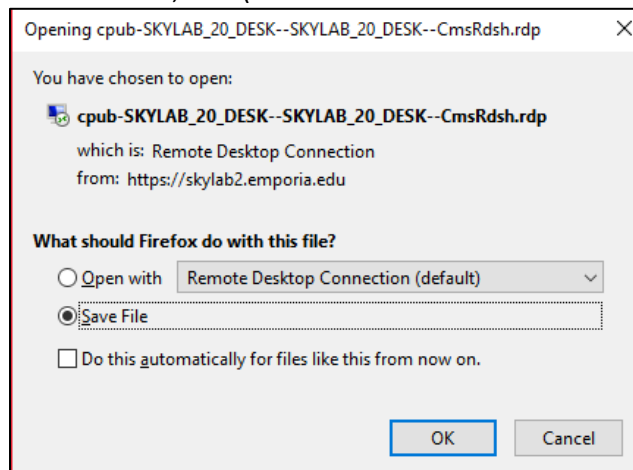
Windows Server 2016

Microsoft

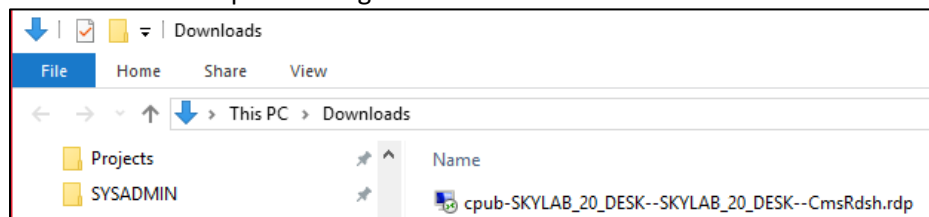
- -
 - c. Select SkyLab 2.0 Employee Desktop.



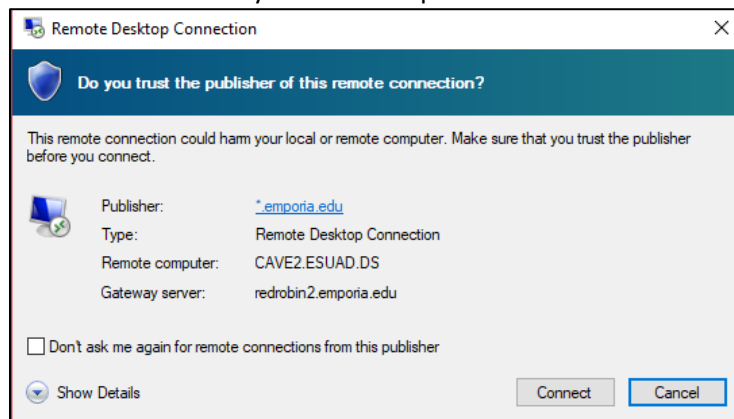
- d. Click Save File, OK. (Mac users refer to screenshots at the end of this document.)



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:



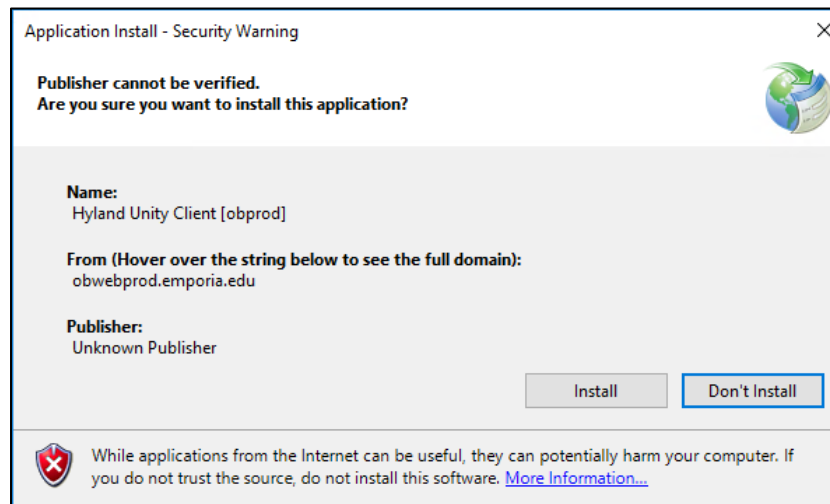
Click Connect. Enter your network password.



- 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 <https://www.emporia.edu/onbase> and click the first link on that page.
- 4) To install the **OnBase Unity client**



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



- 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.

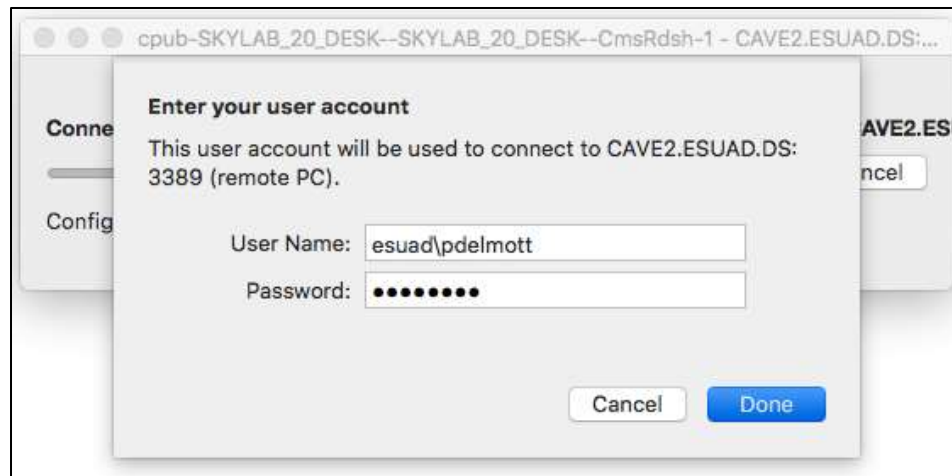


More OnBase documentation can be found at <https://www.emporia.edu/it/onbase/docs.html>.

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

Screenshots for Mac users:

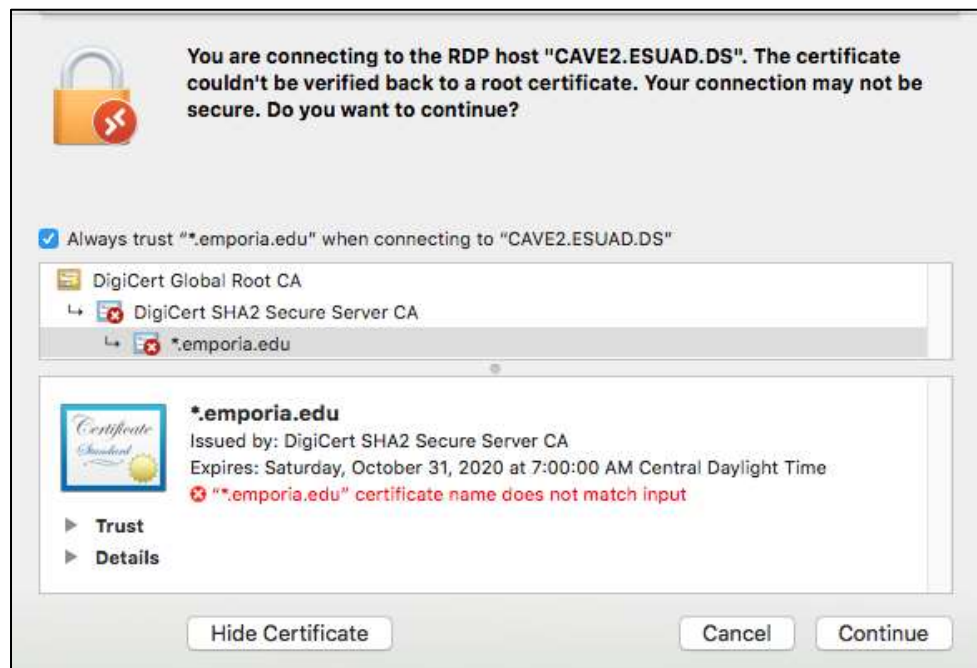
- Follow screenshots above for a-c.
- Click Done.



- Click continue



- Click continue



- Click Update Settings



You are making changes to your Certificate Trust Settings.

Enter your password to allow this.

User Name:

Password:

Cancel

Update Settings