

# Using Skylab to access OnBase

## OnBase in SkyLab

SkyLab will replicate a Windows environment as if the user was accessing OnBase from an on-campus PC. This even makes it possible for users to access OnBase from mobile devices.

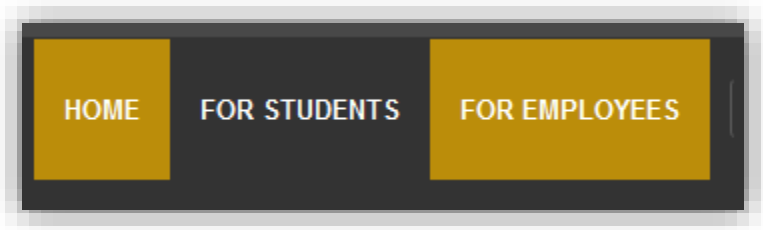
Mac users please refer to the following link for guidance in connecting to SkyLab:

<https://sky2.emporia.edu/myIT/Pages/SkyLab.aspx>

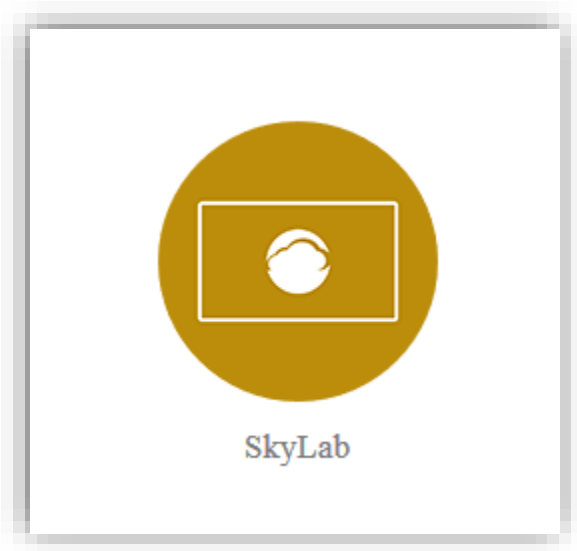
Non-Mac users please continue using this document for connecting to SkyLab:

Navigate to: <http://sky2.emporia.edu>

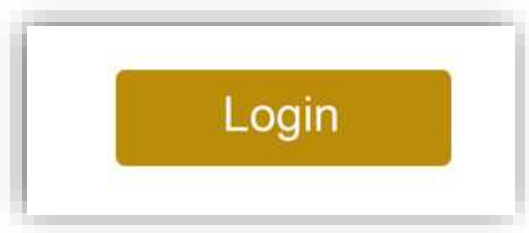
Click on “FOR EMPLOYEES”



After screen loads click on SkyLab image

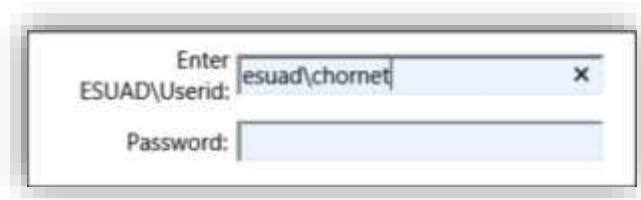


Once the SkyLab page loads click on Login image.



You will be presented with a login screen.

- Enter your user id and password. **ESUAD\** may be required before user id.
- Click Submit.



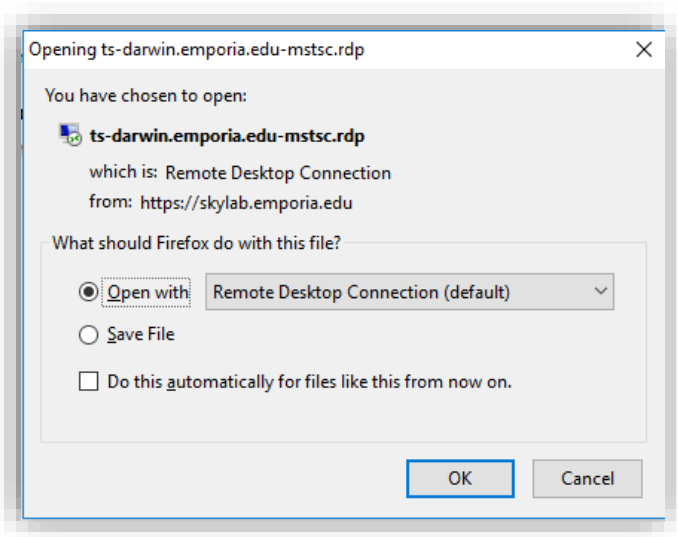
The SkyLab screen will load with several options.

- Click the OnBase icon for OnBase Web Client Access
- Click the Employee Desktop icon for Unity Client Access and other Office applications in one environment.



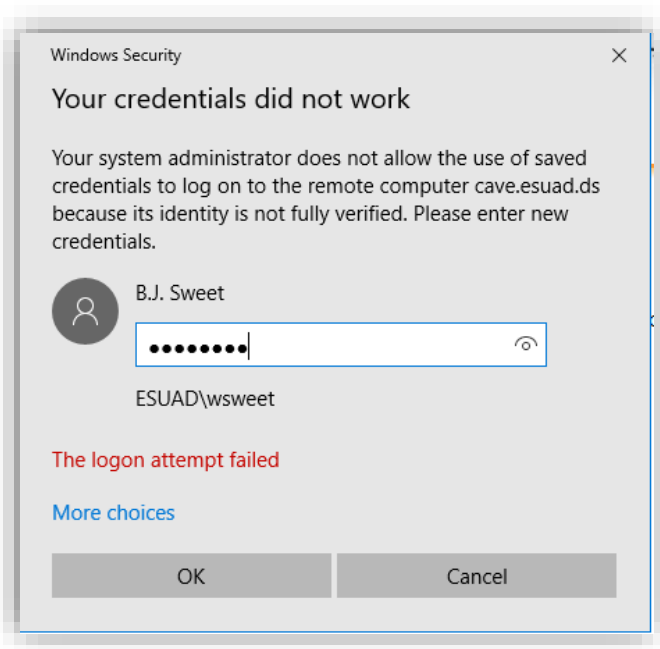
The following pop-up will appear.

- Click OK

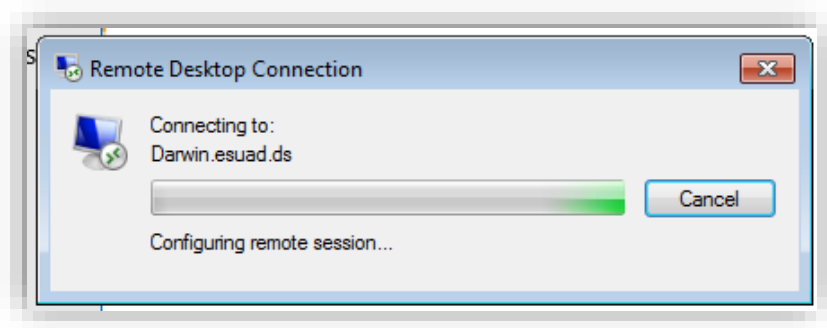


If you have your password saved you may get the following message window.

- Re-enter your password
- Click OK



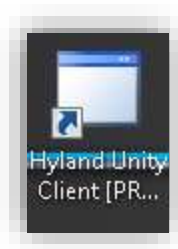
The following pop-up will appear while the remote desktop is connecting:



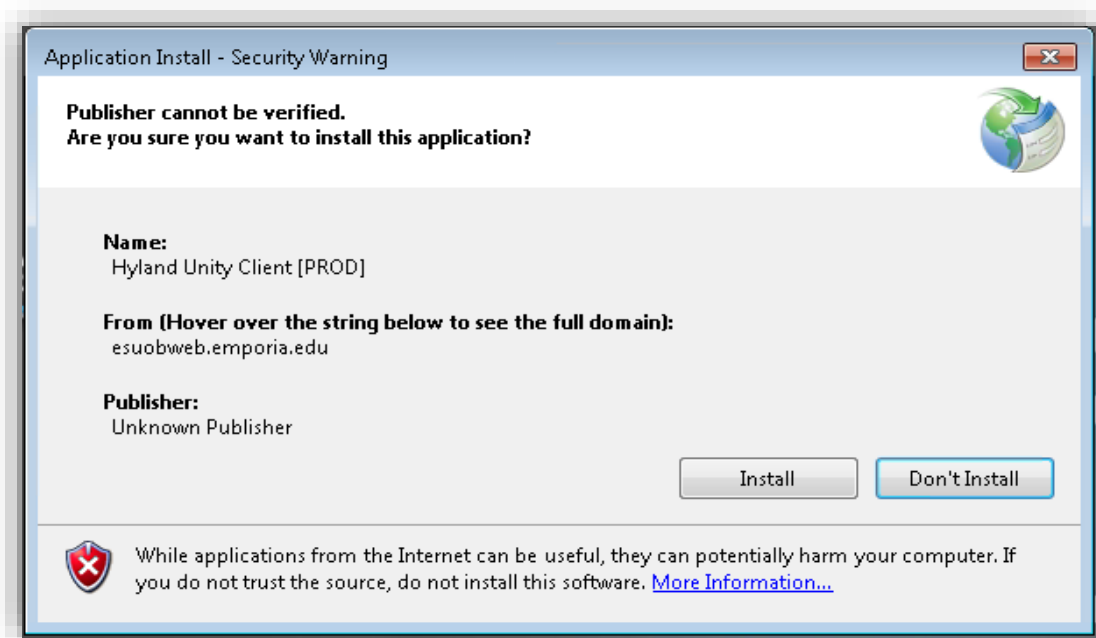
## Installing Unity Client

If this is the first time using the Employee Desktop, your Unity Client icon will look like this image:

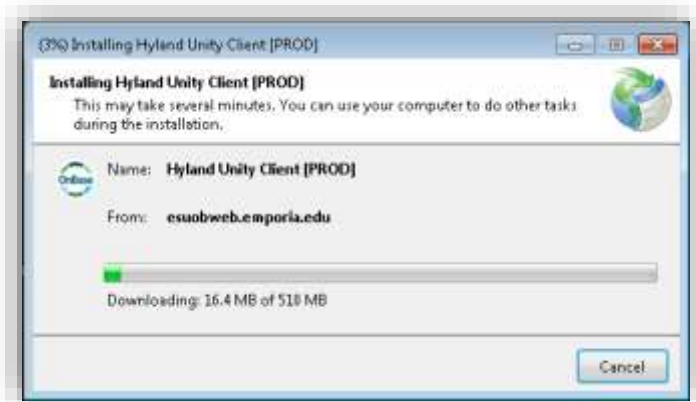
- Double Click the icon to begin the installation.



Click install on the message box

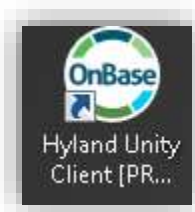


The installation progress window will appear:



After the installation is complete, the Unity Client Icon will appear in its normal form.

Note: The icon will now appear twice. Either of the icons can be double clicked to open Unity Client in future visits to the Employee Desktop.



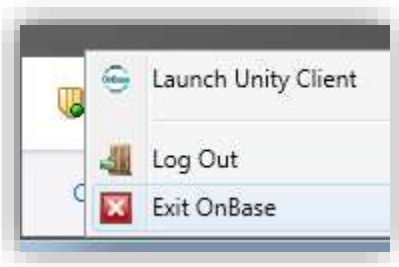
## Exiting Unity Client

Closing the Unity Client using the red X in the upper right corner does not completely close the application.

- Click the small arrow in the lower right of the screen (left of the date/time)



- Right click the OnBase icon
- Click Exit OnBase



- Click Yes on the popup.



## Logging off the Employee Desktop

- Click the Windows icon in the lower left of the screen.



- Click the Log off button.



- Employee Desktop will close from your screen once you are logged off from the server correctly.