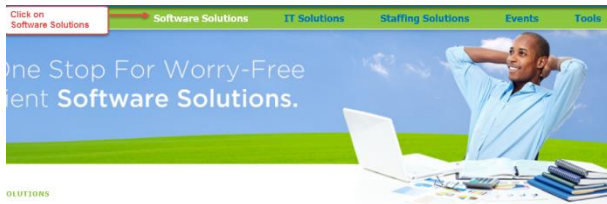




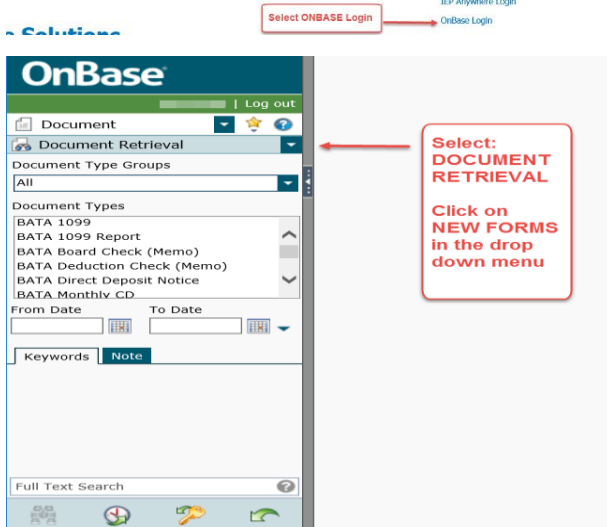
OnBase Districts: New User Access

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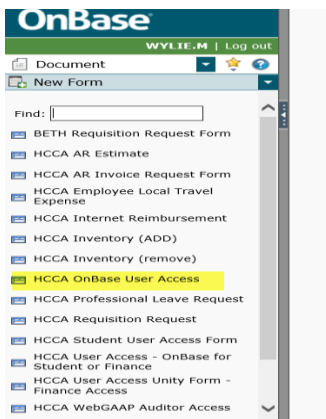


District OnBase Point Person

1. Click on Software Solutions
2. Select OnBase Login



3. Once Logged in to OnBase:
Select DOCUMENT RETRIEVAL
4. Click on NEW FORMS from the Drop Down Menu



4. Select HCCA ONBASE USER ACCESS
5. Complete Form/Submit to OnBase Team.
6. If the district is not an OnBase client and needs access for W2's and 1099's please contact the finance team at 513-728-7999



OnBase Districts Modifying Workflow

Each District was provided an OnBase Spreadsheet containing Workflow data. When making a change to the Workflow:

1. Update the spreadsheet
2. Highlight the change
3. Submit a copy of the spreadsheet to the OnBase team via Cherwell:
onbasesupport@mail.hccanet.org