

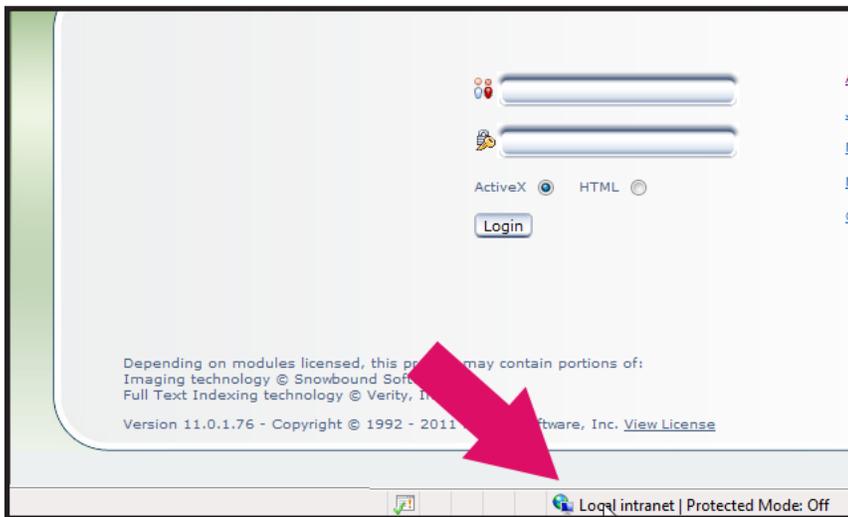
Technology Support Center

Onbase Access Guide

This guide will walk you through the process of accessing the OnBase system at BGSU. The first section will cover using Internet Explorer to access the system from your Window's Computer and the second section will cover using Firefox on a Mac Computer. Those are the only two browsers that are supported within the OnBase system.

Windows Setup

You will want to start by making sure you are using Internet Explorer. Open your OnBase bookmark or go to <http://OnBase.bgsu.edu> On the site that comes up, you may see a yellow bar along the top of your screen. If so, you will need to contact the Technology Support Center using the information below to have the basic software installed for OnBase.



If you do not see the yellow bar, locate the bar at the bottom of your screen on the page that comes up. Within that bar, locate the "Local Intranet" or "Internet" text just to the right of the globe icon in the bottom of your screen as shown here.

Double click on the text to open the next screen.



On the next screen, select the "Local Intranet" icon if it is not already selected and then press the "Sites" button as shown to the left here. On the following screen click the "Advanced" button as shown just below here.



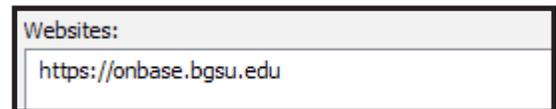
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The final screen of the setup will have a short box to enter new websites and a taller box with all websites currently added to this zone. Type the following into the top box and hit "Add"



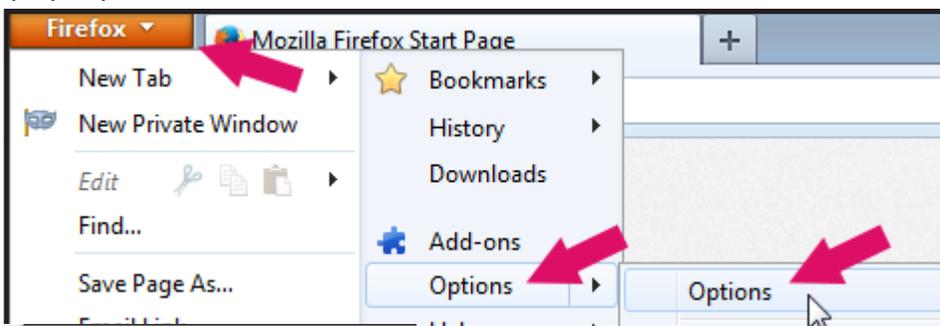
<https://OnBase.bgsu.edu>



Once the address has been added to the second box you are finished and should now be able to log in without issue.

Mac Setup

You will want to start by making sure you are using Firefox. Open your OnBase bookmark or go to <http://OnBase.bgsu.edu> Before you can fully use the system, you will need to disable your pop-up blocker.



Start by clicking the word "Firefox" in the top left and then locating and hovering over "Options" on the right side of the menu that appears. From the menu under Options, click "Options"



Next find and click the "Content" icon at the top of the screen. From the page that comes up, click the "Exceptions" button.



The final screen will ask you to enter the website to ignore. Type the OnBase URL as shown and click allow.