

Hyland OnBase

Last Modified on 02/05/2026 9:54 am EST

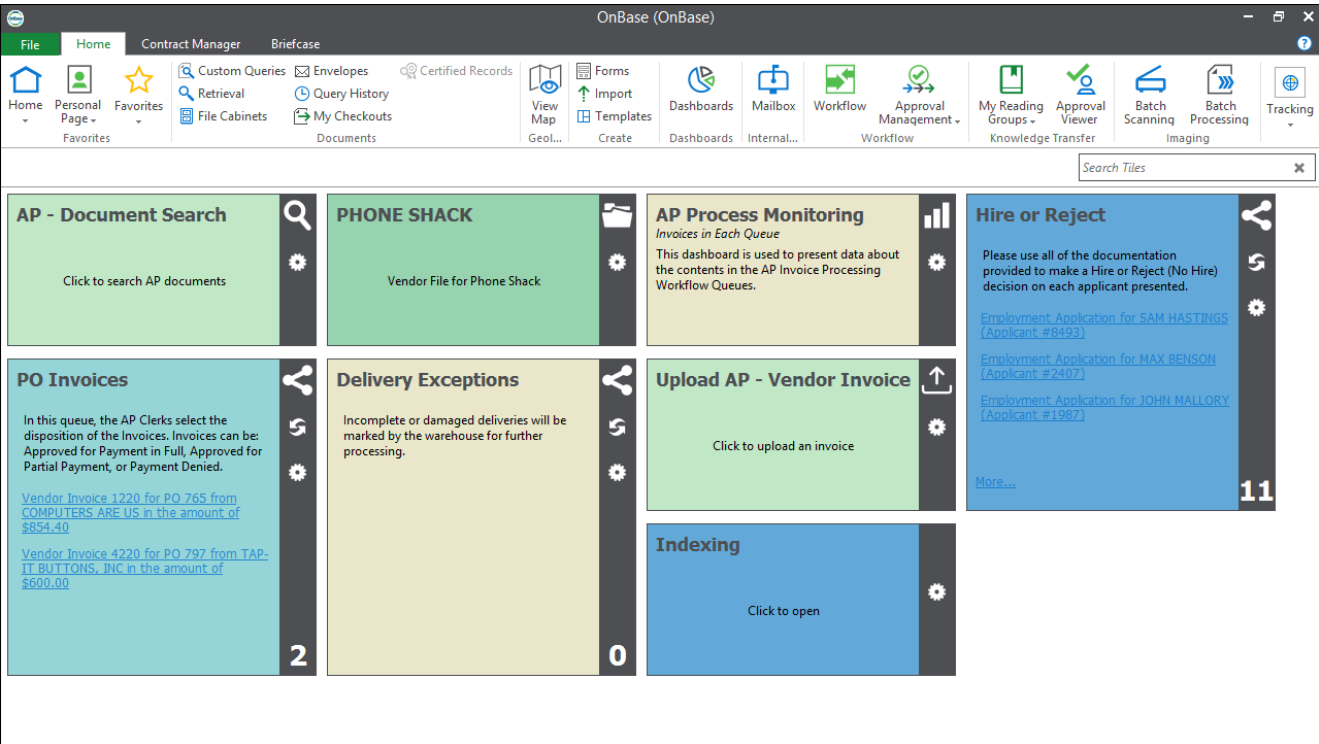
Faculty and
Tags: Windows Staff

This article reviews how to access and install OnBase.

What is OnBase?

OnBase is a document and e-form management, retention, and workflow solution. There are two versions available:

- OnBase Unity Client
- OnBase Web Client



OnBase Unity Client

Warning: The OnBase Unity Client is **only available** on Windows (🇺🇸).

The Unity Client is **installable software** and is the **primary supported version** of OnBase.

Install: New

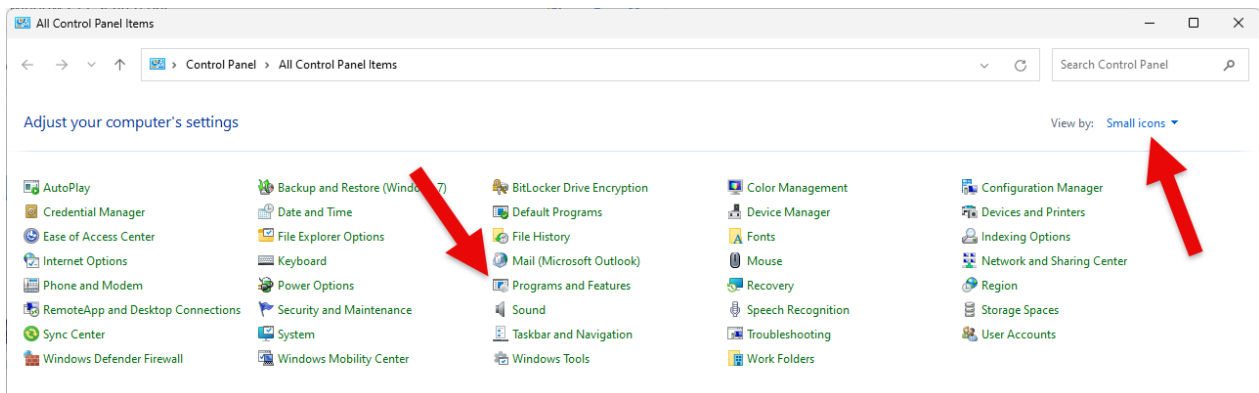
If you're installing OnBase **for the first time**, you can do so via [Software Center](#).

Note: Need to print or upload documents to OnBase?

Install: Upgrade

If you're **upgrading a previous version** of OnBase, you'll need to **uninstall it first**.

1. At the bottom of your desktop, click the **Windows Search Bar**
2. Type in and click on **Control Panel**
3. In the top-right, change **View by** to **Small icons**
4. Click **Programs and Features**

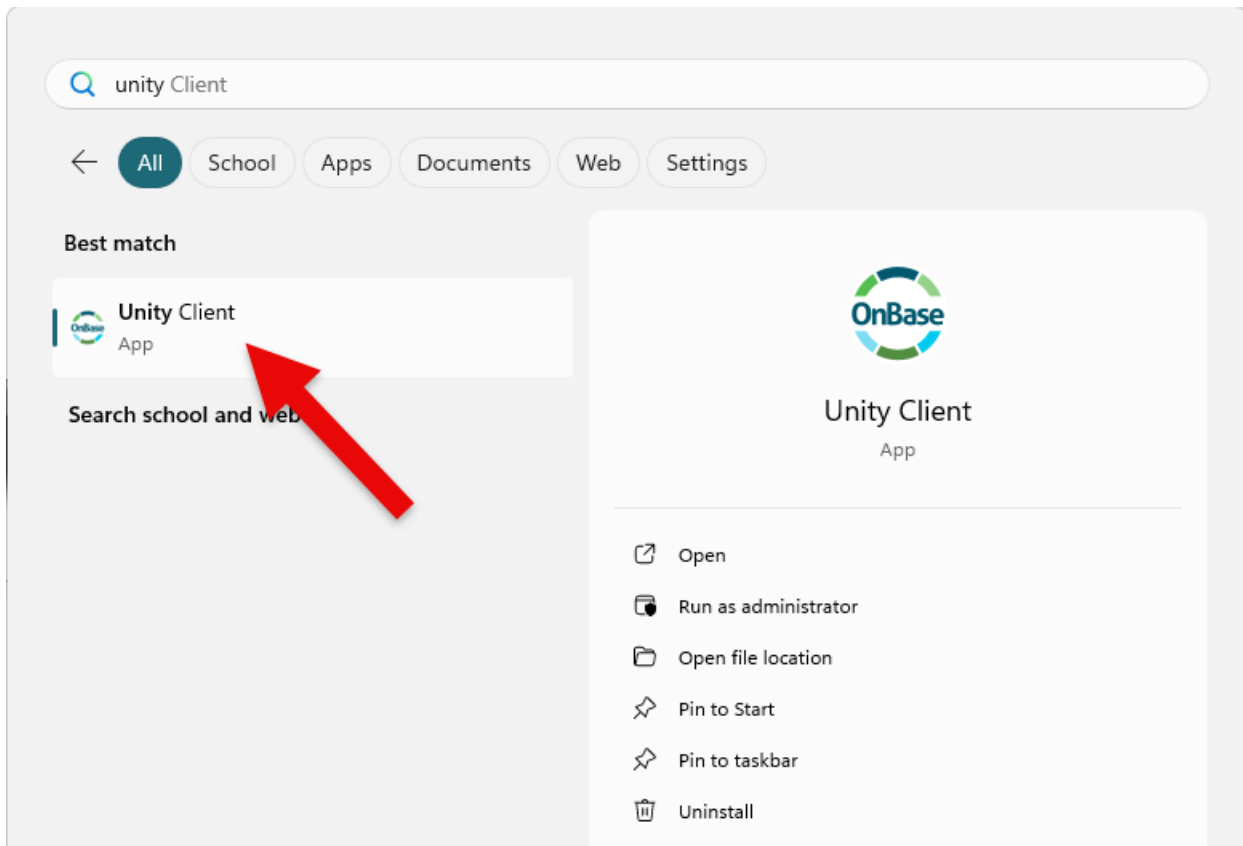


5. Scroll down and **right-click** **Hyland Unity Client** and select **Uninstall**
6. **Wait some time** for uninstallation to complete
7. **Restart your computer**
8. Install **OnBase** via [Software Center](#)

Using the Unity Client

Log in

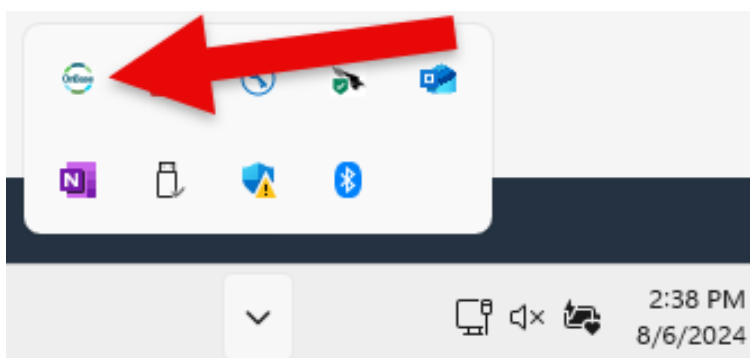
1. At the bottom of your screen, click the **Windows Search Bar**
2. Search for and click on **Unity Client**



3. When prompted, enter your **College email** and **password**

Log out

1. In the bottom-right corner of your desktop, click the **carat** ^
2. Right-click the **OnBase icon**



3. Click **Log Out** or **Exit OnBase**

- **Log Out:** leaves OnBase running in the background
- **Exit OnBase:** closes OnBase completely

OnBase Web Client

The Web Client is **accessed from your browser** and is primarily for individuals without a Windows (🪟) device.

1. Open **Google Chrome**
2. Navigate to brynmawr.hylandcloud.com/251ids 📄
3. If prompted, login with your **College email** and **password**

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) 📄

Email: help@brynmawr.edu | [Service catalog](#) 📄

Location: Canaday Library 1st floor
