

Hyland OnBase

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

Faculty and

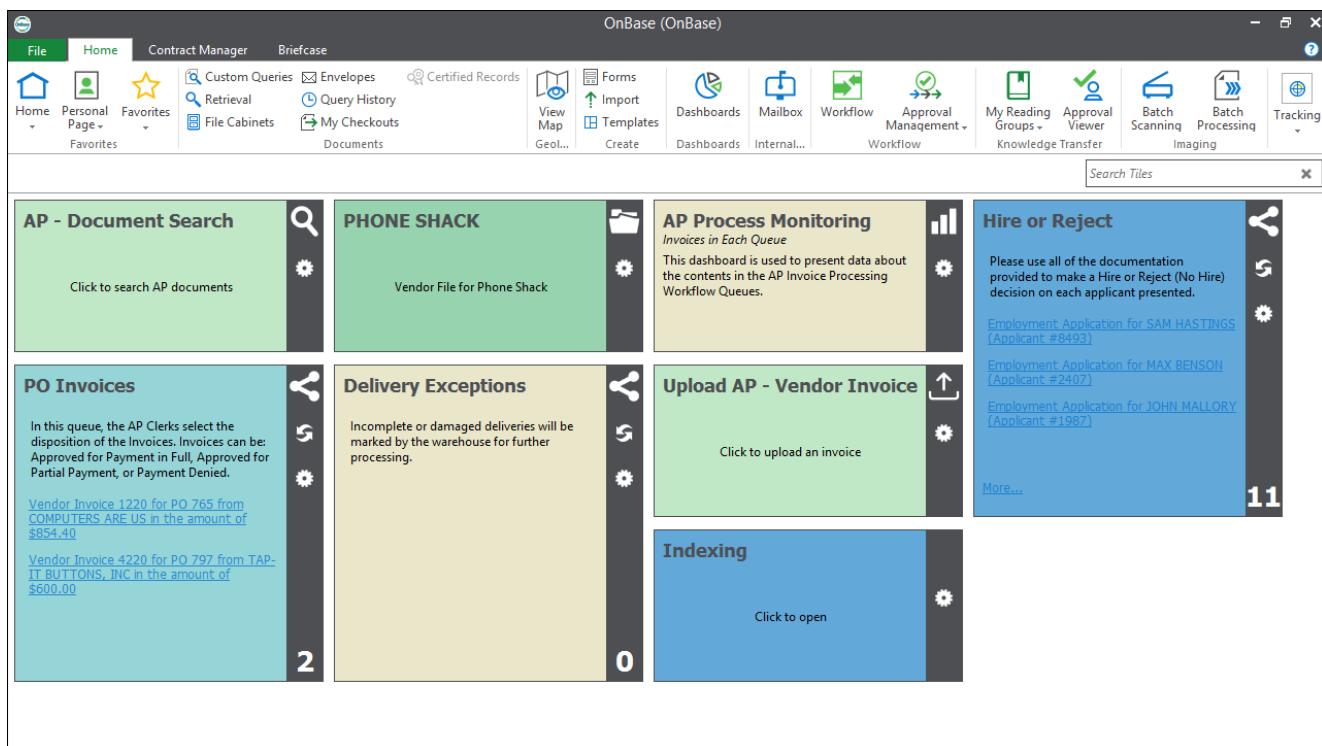
Tags: Windows Staff

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 (Windows)**.

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

Install: New

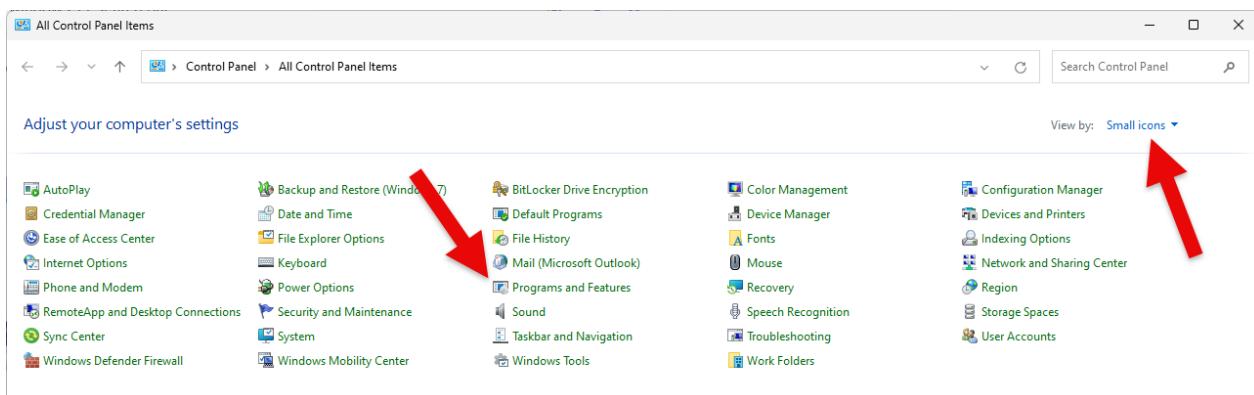
If you're installing OnBase **for the first time**, you can do so via [Software Center](#).

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**

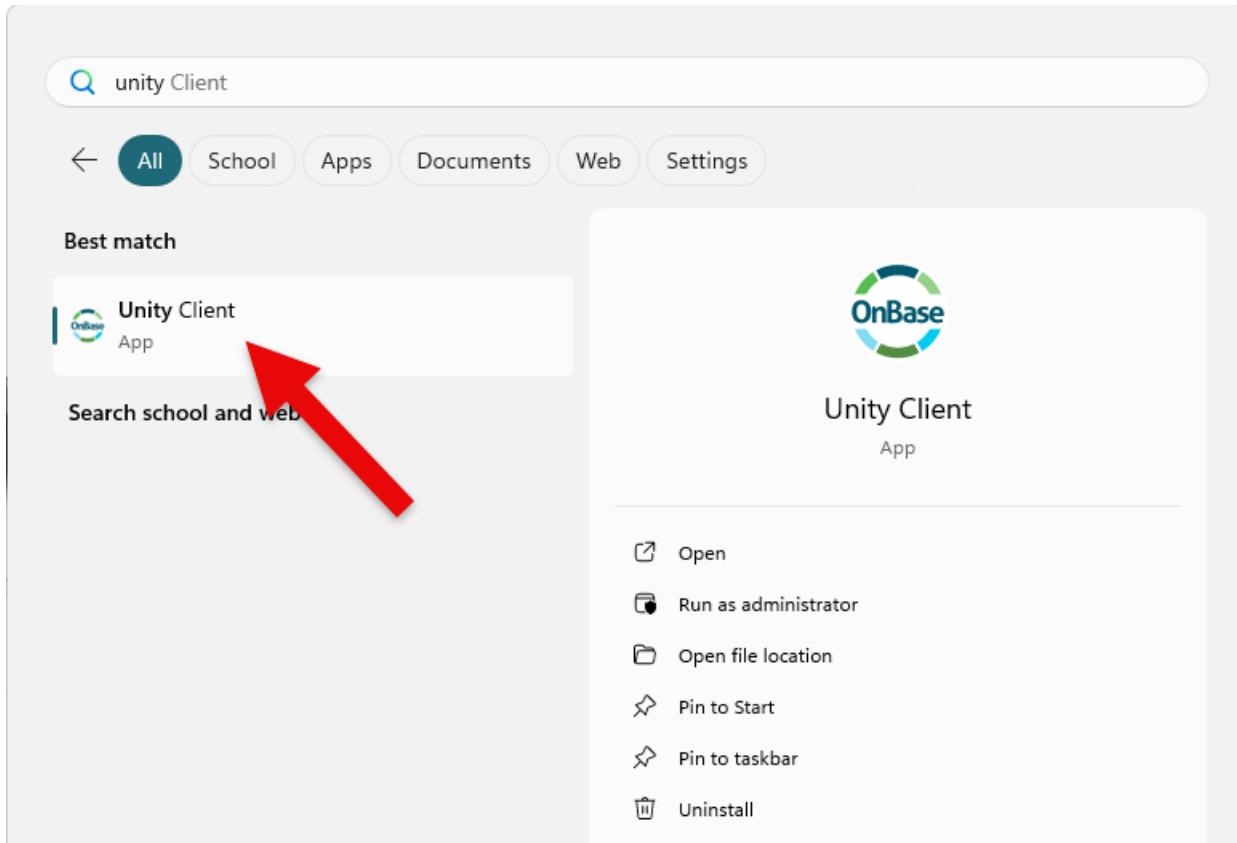


5. Scroll down and right-click **Hyland Unity Client** and select **Uninstall**
6. **Wait some time** for uninstallation to complete
7. **Restart your computer**
8. **Install OnBase via Software Center**

Using the Unity Client

Log in

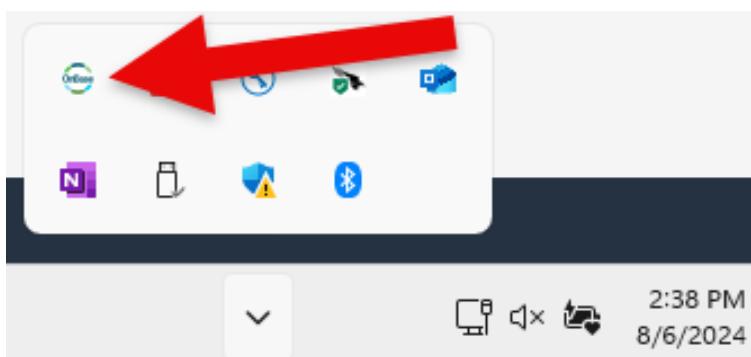
1. At the bottom of your screen, click the **Windows Search Bar**
2. Search for and click on **Unity Client**



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 (Windows icon) 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](tel:610-526-7440) | [Library and Help Desk hours](#)

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

Location: Canaday Library 1st floor