

Hyland OnBase

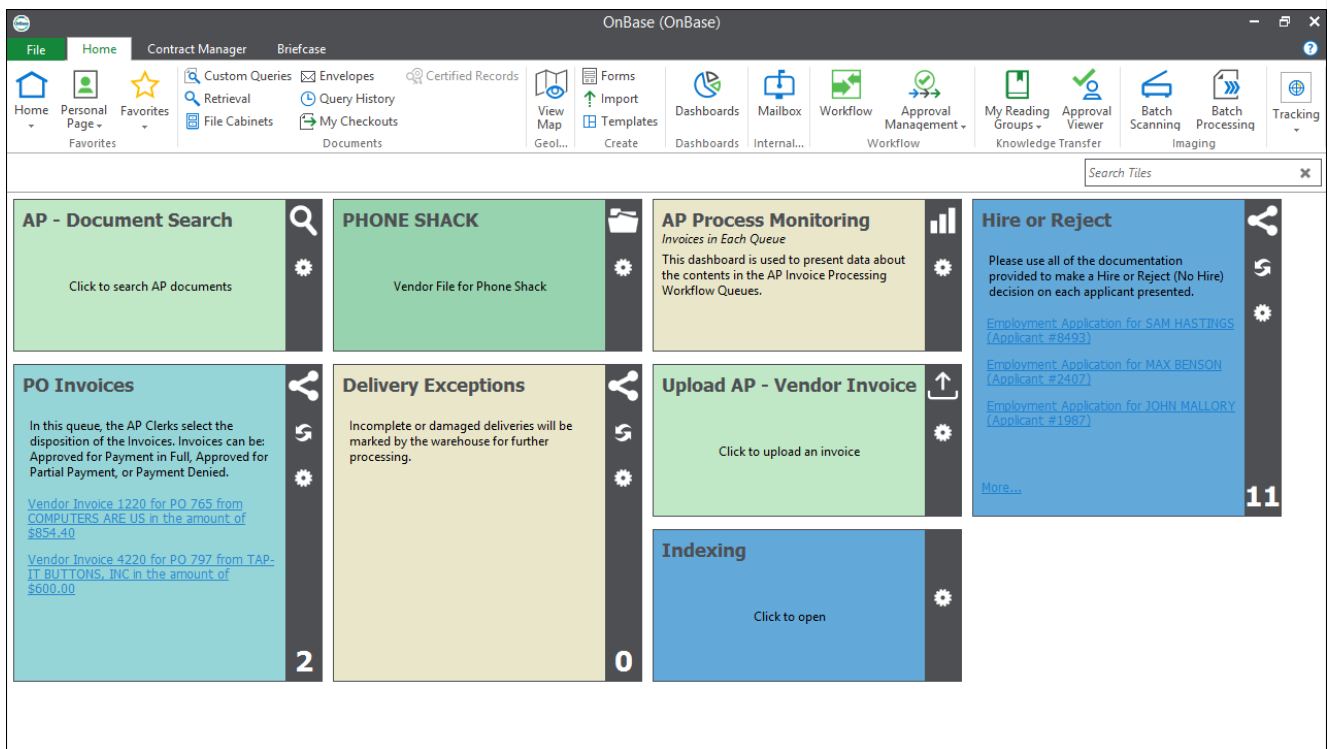
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This article reviews how to **access** and **install OnBase**.

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: This version is **only available** for Windows (🪟) devices.

OnBase Unity Client is an **installable application**, and is the **primary supported version** of OnBase at the

College.

Installation

New install

Follow these instructions if you need to **install OnBase for the first time**.

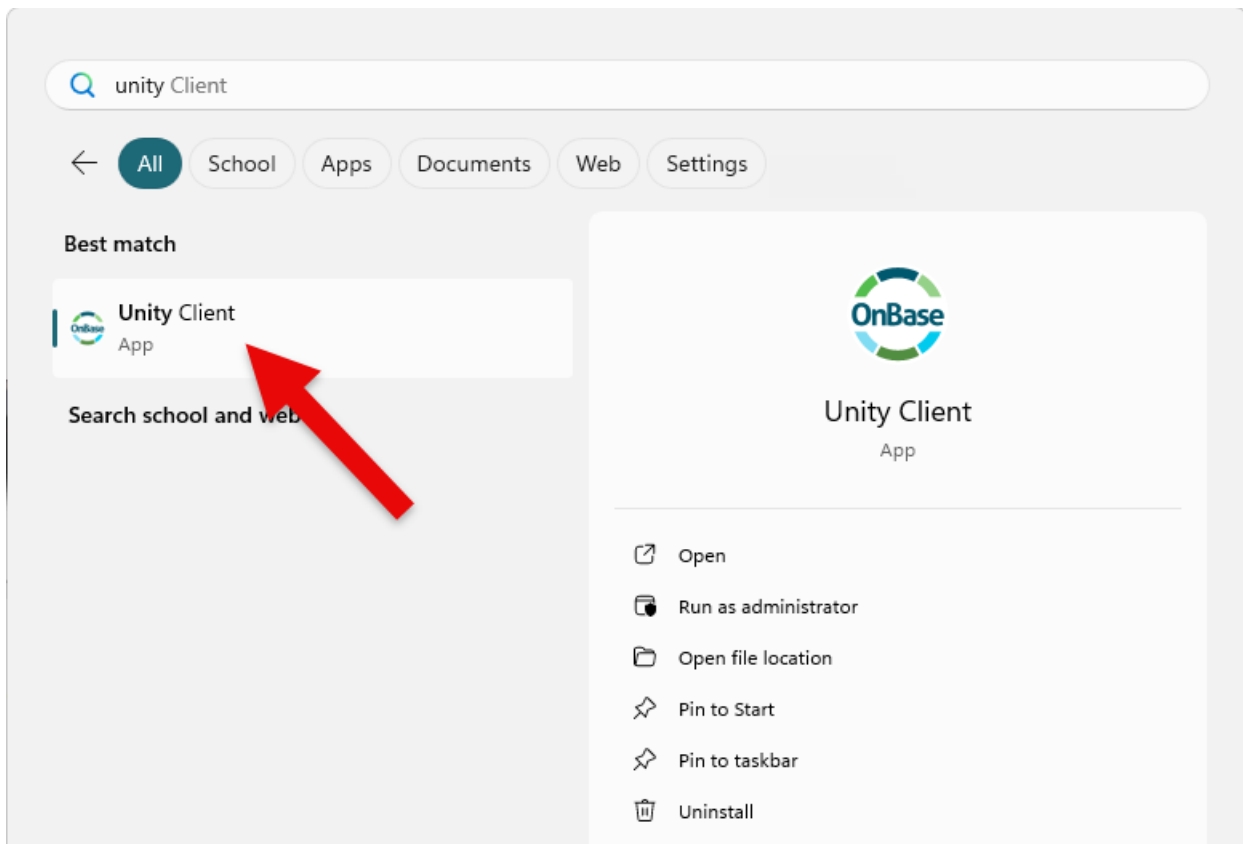
Upgrade

Follow these instructions if you're **upgrading a previous version of OnBase**.

Usage

Log in

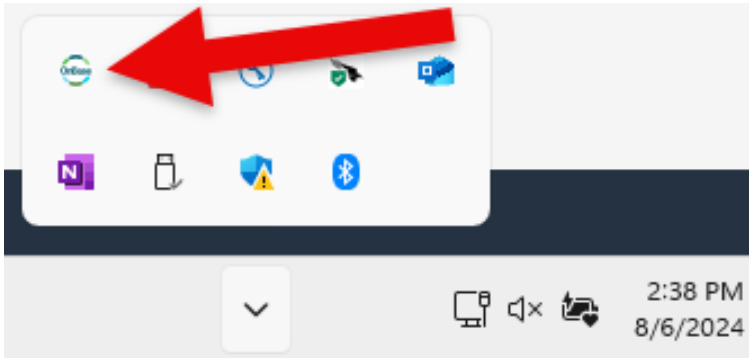
1. On the bottom of your desktop, click the **Windows Search Bar**
2. Search for and click on **Unity Client**



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

This version is **accessed from your internet browser** and is primarily for individuals without a Windows (🖥️) device.

1. Open **Google Chrome**
2. Navigate to <https://brynmawr.hylandcloud.com/231idp>
3. 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