

# OnBase: Installation

Last Modified on 08/31/2022 11:11 am EDT

This article reviews how to **install and login to OnBase** using the Windows Unity Client.

**Using an Apple device?** You must use the [OnBase website](#) instead. Safari is supported up to version 12, Firefox is known to work otherwise.

## What is the OnBase Unity Client?

The College uses this client wherever possible and most of our documentation is written for it.

There are multiple ways to log into OnBase. The OnBase Unity Client, available for Windows only, has the **most user-friendly** and **feature-rich** interface.

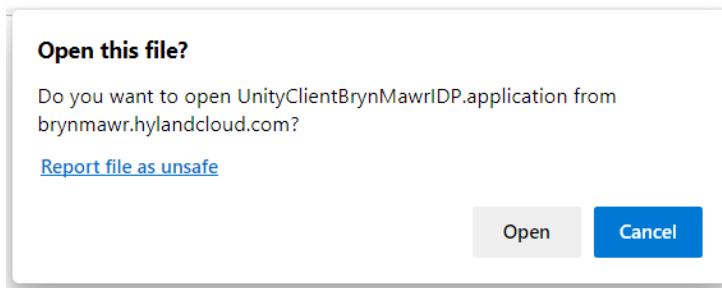
## Remove previous versions

If you have installed OnBase **15, 16, 17, or 18** without Single Sign-On, we recommend uninstalling OnBase before installing the latest version.

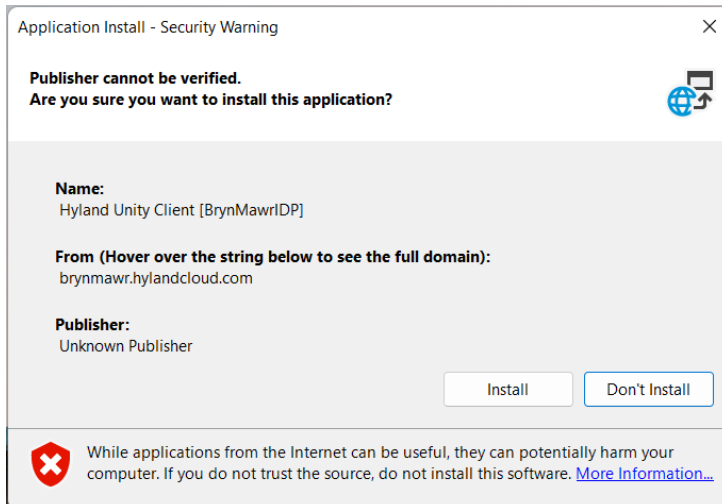
1. Follow the instructions under [Log Out](#) below
2. In the bottom-left corner of your desktop, click the **Windows Search Bar**
3. Type in and select **Control Panel**
4. Select **Programs** and/or **Programs and Features**
5. Scroll down and right-click **Hyland Unity Client [BrynMawr]**
6. Select **Uninstall**

## Install the latest version (EP3)

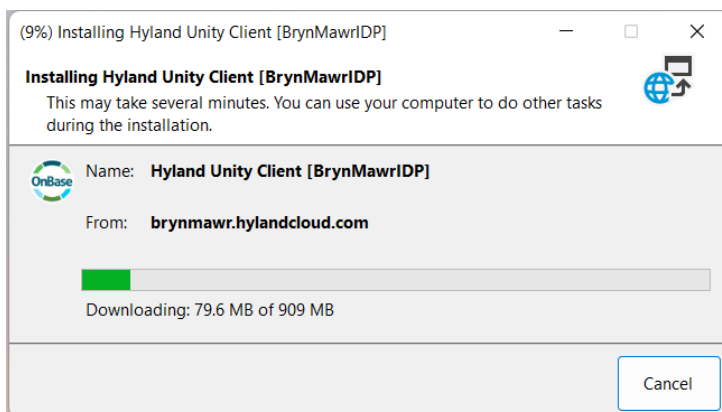
1. Open **Microsoft Edge**
2. Navigate to <https://brynmawr.hylandcloud.com/203UnityIDP>
3. Click **Open**



#### 4. Click **Install**



#### 5. Wait **some time** for OnBase to finish installing



## Log in

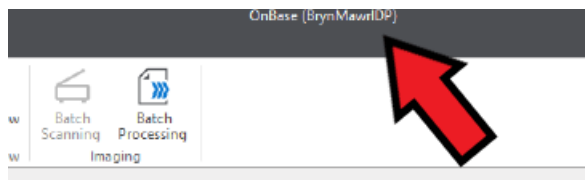
1. Exit any existing session of OnBase by following the instructions under [Log Out](#) below
2. Open **OnBase**

- On your desktop, double-click the **Hyland Unity Client** shortcut



- On your desktop, click the **Windows Search Bar**, type in and click on **Hyland Unity Client**

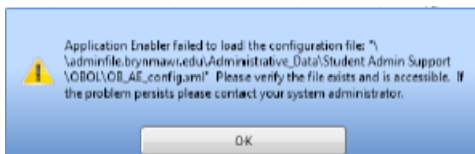
3. Enter your **College username and password**
4. If prompted, **approve the Duo notification**
5. Check the title bar for **OnBase (BrynMawrIDP)**



## Application enabler

The application enabler requires a configuration file stored on the S:.

The application enabler is a module that allows OnBase to **open documents from PeopleSoft**. If you are not on the campus network, or do not have access to the configuration file, you will see the following error.



This file is **not necessary** to use OnBase, so **it can be ignored**.

1. Click **OK**
2. Click **Cancel**

## Log out

Once [installed](#), OnBase will open every time your computer is powered on. However, it will not automatically log you in.

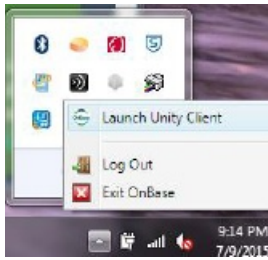
Clicking the "X" in the top-right corner of OnBase **will not** log you out.

1. In the bottom-right corner of your desktop, click the **carat** to open the **Windows System Tray**



2. **Right-click** the **OnBase** icon
3. Click **Log Out** or **Exit OnBase**

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



## Related documentation

Faculty and staff using OnBase can access documentation at `S:\Public Shares\OBOL\Documentation` . If you do not have access to this folder, please [contact the Help Desk](#).

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

**Location:** Canaday Library 1st floor

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