# OnBase: Installation

Last Modified on 05/09/2024 1:56 pm EDT

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

## OnBase Unity Client

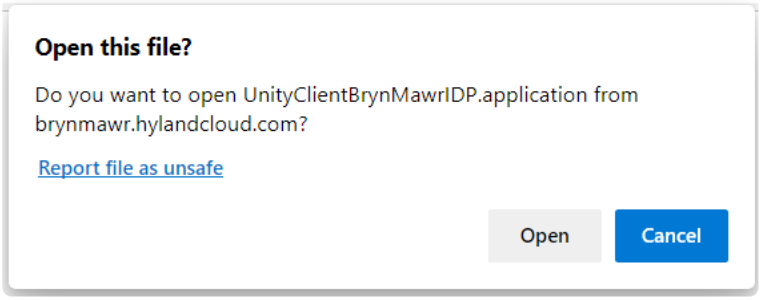
> **Warning:** This version is *only available* for Windows (🪟) computers.

This version is installed as a **dedicated application** and is the **primary supported version** of OnBase at the College.

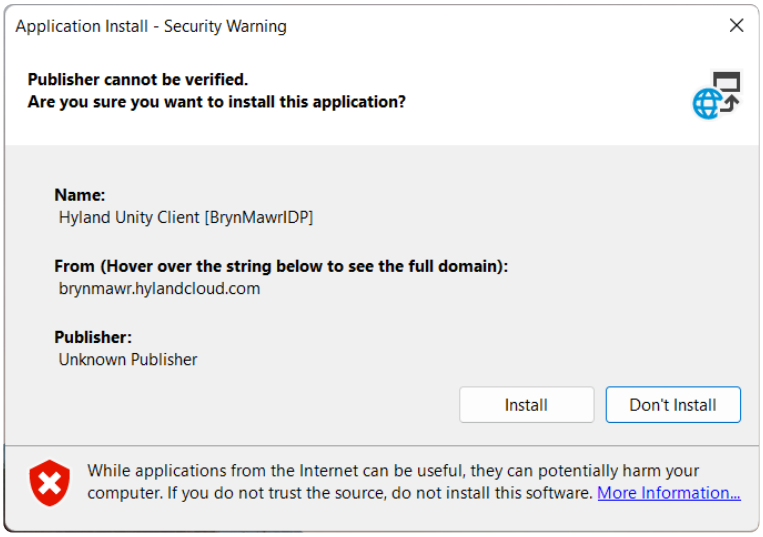
### Installation

> **Caution**: If you have a *previous version* of OnBase installed, you'll need to uninstall it first.

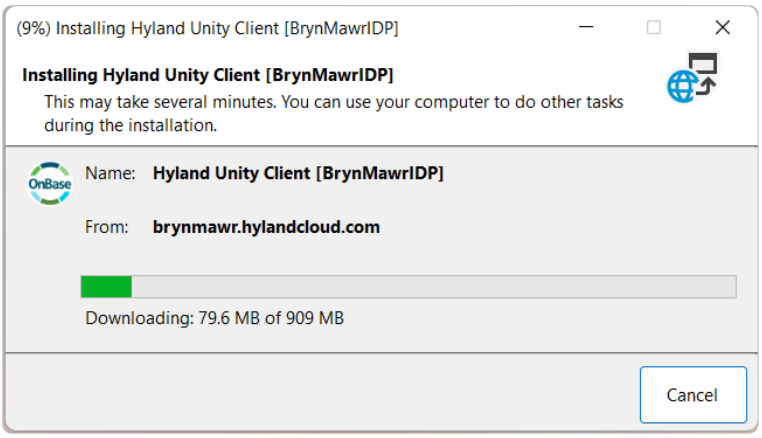
1. Open **Google Chrome**
2. Navigate to https://brynmawr.hylandcloud.com/203UnityIDP
3. Click **Open**




4. Click **Install**

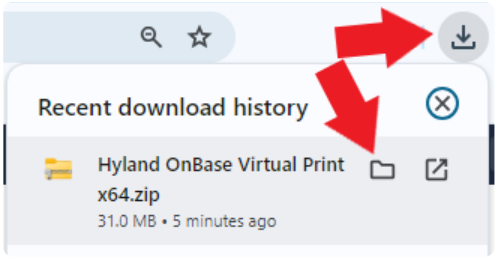



5. **Wait** some time for OnBase to finish installing




6. Open Software Center
7. Select **OnBase Requirements - Install** and click **Install**
8. **Wait** some time for it to finish installing
9. Open **Google Chrome**
10. Navigate to the OnBase Printer Driver download
    - If the link above doesn't work, copy-and-paste the following URL:

      https://iad.downloads.onbaseonline.com/files/OnBase/20.3.2.1000/Hyland%20OnBase%20Virtual%20Print%20Driver%20x64.zip
11. Find the **.ZIP file** that downloads




12. **Right-click** the file and select **Extract All...**
13. Click **Extract**
14. Double-click **setup**
15. Click **Next** > **Next** > **Install** > **Finish**

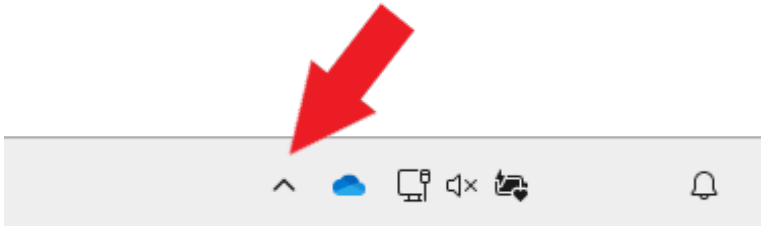
# How to use

## Log in

1. On the bottom of your desktop, click the **Windows Search Bar**
2. Search for and click on **Hyland Unity Client [BrynMawrIDP]**
3. Enter your **College username and password**
4. Check the title bar for **OnBase (BrynMawrIDP)**

## 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

1. Open **Google Chrome**
2. Navigate to https://brynmawr.hylandcloud.com/203IDP/
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