

## **EHPS OnBase User Onboarding**

Employees who need access to OnBase can submit a ticket to <https://go.ncsu.edu/ehps-generic-help> so SI can work with OIT to get you the access you need.

In this request, please include:

- Your Unity ID
- Your PC name (should be labeled on your PC and start with 'UNIVEHS-')
- The reason you need access to OnBase
- The kind of access you need (view, edit, delete)

**Note:** Delete access will only be granted to OnBase administrators.

Once OIT has pushed the Unity Client to your computer, you should be able to find it using the following path in your file explorer:

**This PC > Local Disk (C:) > Program Files (x86) > Hyland > Unity Client**

The application will be called 'obunity'. We recommend right-clicking the application and creating a shortcut on your desktop to make it easier to find in the future.